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: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D. C.
:
: Number 133 May 10, 1948
:
: PMA PROCEDURE TRANSMITTAL

1.9422
A2 P 942

ADMINISTRATIVE
NOTICE NO. 95
Reserve 4-30-48

FISCAL YEAR APPROPRIATION CHARGES FOR PERSONAL SERVICES:
Provides that expenditures made against 1948 fiscal year
funds for compensation for services rendered on June 29
and/or 30, 1947 will be transferred to the applicable
funds for the 1947 fiscal year. (Distributed separately
to A manual holders.)

REVISIONS AND CHANGES

ADMINISTRATIVE
NOTICE NO. 94
4-21-48

ORGANIZATION CHANGES IN THE POULTRY BRANCH: Under item 2
change the name of the "Market Services Division" to
"Marketing Services Division." Distribution: A, B.

124.2
4-2-48

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE
SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM:
On page 18, the first sentence of par. XV E 2 a should be
changed to read as follows: "Commercial B/Ls will be
prepared by the shipping representative in an original and
five copies for deliveries to Section 32 Outlets and in
an original and six copies for deliveries to other outlets."
Distribution: A-01,05,09,15,16,18,25,30,31.

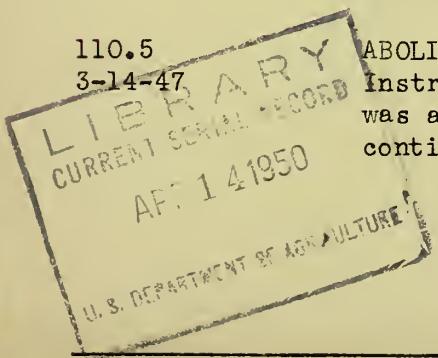
OBSOLETE

110.3
6-3-46

TRANSFER OF PERSONNEL FUNCTIONS OF THE FIELD SERVICE BRANCH
TO THE BUDGET AND MANAGEMENT BRANCH: This Instruction was
a release of announcement nature and is not needed for
continual use. Remove from manual. Distribution: A, B-
(Washington), B-05,25-(Field Only).

110.4
3-14-47

ABOLITION OF MATERIALS AND EQUIPMENT BRANCH: This In-
struction was a release of announcement nature and is not
needed for continual use. Remove from manual. Distri-
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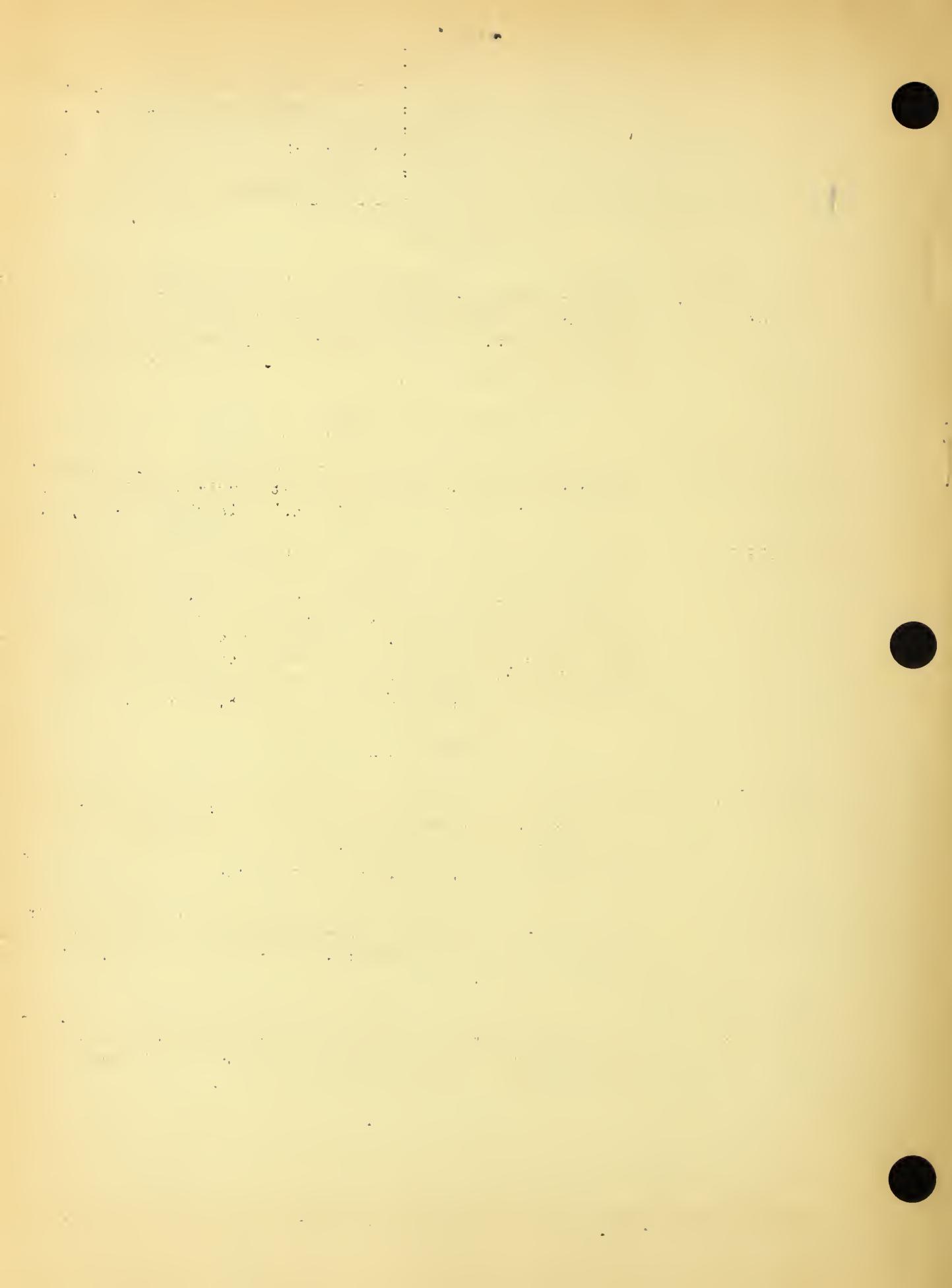


ABOLITION OF THE OFFICE OF TRANSPORTATION OFFICER. This
Instruction is being removed from the manual because it
was a release of announcement nature and is not needed for
continual use. Distribution: A, B.

* * *

DISTRIBUTION: A, B

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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

ADVANCE
ADMINISTRATIVE NOTICE NO. 94

ORGANIZATION CHANGES IN THE POULTRY BRANCH

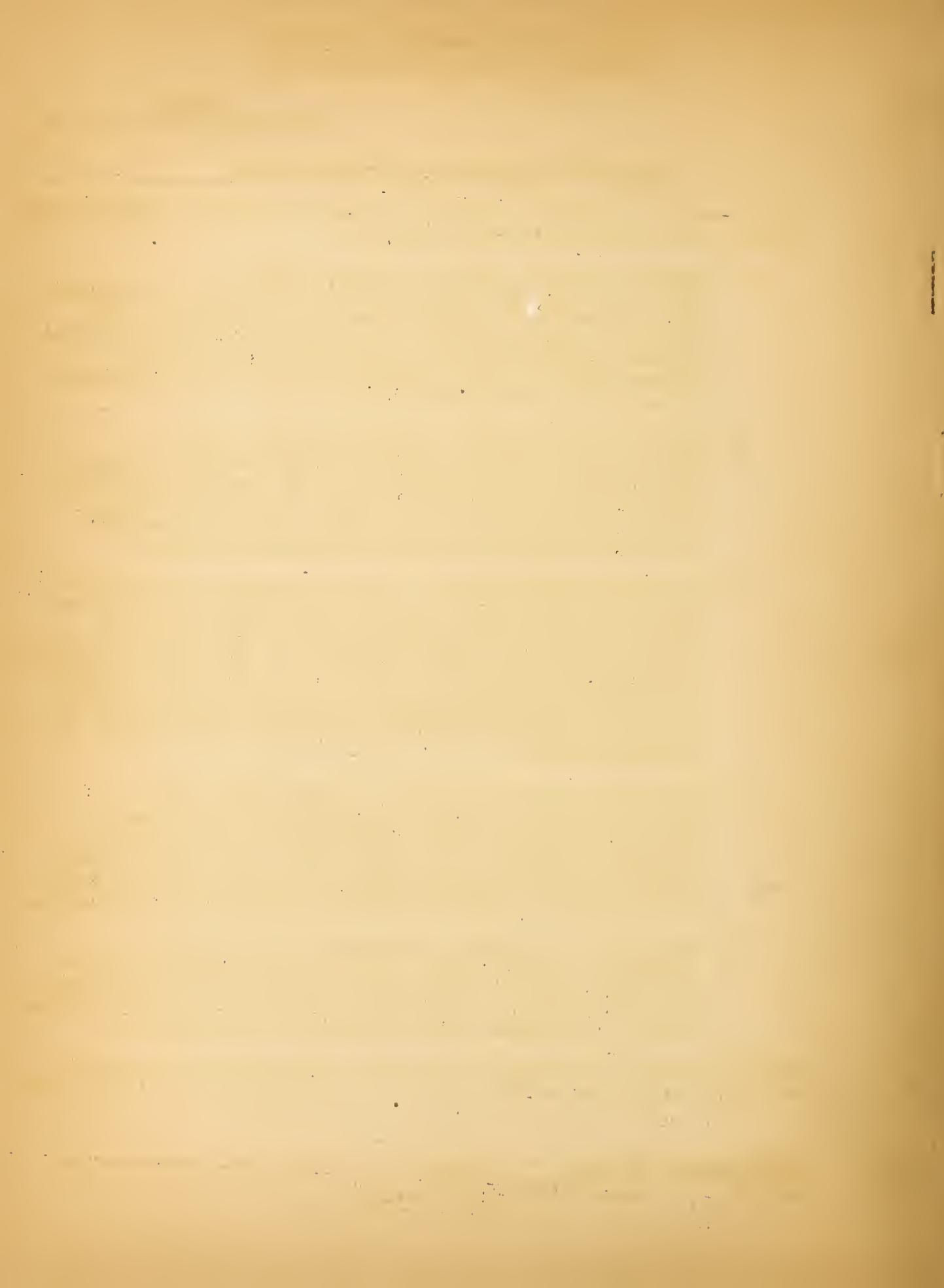
As of the close of business on April 13, 1948, the following organizational changes in the Poultry Branch were effective.

- (1) Research Division - Hermon I. Miller, Chief
This is a newly established division responsible for conducting and coordinating all research projects of the Branch. All research formerly performed by the Marketing Practices Division and the Programs Division is transferred to the Research Division which is also responsible for all research authorized by the Research and Marketing Act of 1946.
- (2) Market Services Division - Melvin W. Buster, Chief
This division, formerly called the Market Practices Division, is responsible for the application of the results of research through educational and other means. Particular emphasis is placed on the promulgation of standards and grades, quality conservation program and improved marketing practices.
- (3) Commodity Programs Division - Roy W. Lennartson, Acting Chief
In general, this division has the same responsibilities as the former Program Division including economic and statistical analysis, policy and program planning for domestic price supports, production adjustments, international and other supply programs, and maintaining industry and trade relationships in developing policies and programs. However, long-range economic research formerly performed by the Program Division is now assigned to the Research Division.
- (4) Commodity Operations Division - Frank E. Blood, Chief
This division has the same responsibilities as the former Operations Division, namely, procurement and disposition of commodities assigned to the Branch under price support, international and other supply programs, and for industry and trade relationships in connection with the operation of these programs.
- (5) Area Offices - Chicago, San Francisco, Dallas, Atlanta
In addition to their former educational and industry relation activities, the Area Offices will work with State agencies and other organizations in carrying out field aspects of new research projects established under the Research and Marketing Act.

Detailed functional statements for the above divisions are contained in individual organization charts which will be distributed in the near future.

* * *

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4-21-48 A-09, 31; B-24-(Field Only)



PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE
SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

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PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT
OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

INTRODUCTION

I PURPOSE AND SCOPE

This Instruction outlines the operations involved in the purchase of fruit and vegetable commodities in raw form (farm products, including those generally sold by producers in semiprocessed form), for price support purposes. The Instruction conforms to functional assignments made in PMA Instruction 124.1. The Instruction describes some shipping and distribution operations but only to the extent necessary to show the purchase representative's and the local shipping representative's connection therewith. The contents of program authorizations must be considered confidential information and shall not be divulged outside authorized channels of use prescribed in the Instruction. Such information going outside official channels could adversely affect market conditions.

II GENERAL STATEMENTS AND DEFINITIONS

A Docket - A written proposal for a price support purchase program which when approved by (1) the Board of Directors, Commodity Credit Corporation (CCC), (2) the Administrator for Production and Marketing Administration (PMA), and (3) the Secretary of Agriculture, serves as the source of authority for program operations and as the instrument for committing the funds necessary for executing the program.

B Documents - All documents are to be prepared with typewriter, ink, or indelible pencil, or as specifically prescribed in this Instruction, and all copies shall be made clear and legible. All erasures or strikeouts must be initialed by all persons whose interests are affected thereby. Tracing or typing over existing type is not permissible.

C Purchase - The acquisition of a commodity on behalf of CCC or PMA under an authorized price support purchase program is considered a purchase after the commodity has been inspected and accepted on behalf of CCC or PMA.

D Section 32 - Refers to Section 32 of Public Law No. 320

DISTRIBUTION:

A: 01, 05, 15, 16, 18, 25, 28, 30, 31.

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FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

III REFERENCE TO RELATED PMA FORMS

- A Exhibit A to Instructions 113.1 - "PMA State Chairmen".
- B PMA Instruction 112.8 - List of Addresses of AREA FDP Branch Offices.
- C Form PMA-85 - "Directory of CCC Field Offices" PMA-85

PART I - INSTRUCTIONS TO WASHINGTON OFFICES

I ARRANGEMENTS FOR ISSUANCE OF PROGRAM AUTHORIZATIONS

Prior to the preparation of a program authorization, the FV Branch shall consult with appropriate PMA State Chairmen in regard to the area(s), time, and method(s) of purchase and the recommendations of the State Chairmen in connection therewith.

II PROGRAM AUTHORIZATIONS

A General - Authority to initiate operations under price support programs is contained in program authorizations issued to State Chairmen. The FV Branch, Washington, shall have the authority to issue such authorizations or amendments thereto. These authorizations to conduct programs are generally permissive but may be made mandatory.

B Issuance - Within the limitations of an approved docket, the Director of the FV Branch, shall issue Form PMA-171, PMA-171 "Program Authorization", to the appropriate PMA State Chairmen.

C Numbering, Preparation and Distribution of PMA-171 - See the Forms Manual insertion for this information.

D Amendments

1 General - All amendments shall be issued by the FV Branch in the same manner as for the original authorization.

2 Numbering - The authorization number on an amendment shall be exactly as shown on the basic authorization in accordance with II-B above, without reference to the fact that the authorization is an amendment. However, an amendment number shall be shown with the date in the space provided for the date of the authorization; for example, Amend. 3 dated 3-5-48.

3 Final Amendment - Upon the conclusion of operations under a program and upon receipt of information from the State office covering total purchases and expenditures, the FV Branch shall

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OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(II D 3)

issue an amendment to the authorization reducing the authorized expenditure to the amount actually expended or obligated. This amendment shall be clearly marked "FINAL AUTHORIZATION FOR THIS PROGRAM".

III DELIVERY INSTRUCTIONS

A FV Branch - The FV Branch shall furnish delivery instructions to the CCC field offices for shipments to outlets for which the FV Branch has responsibility and will allocate quantities of the commodity to the FDP Branch for distribution through its outlets.

B FDP Branch - Within approved allocations, the FDP Branch thru its Area offices will furnish delivery instructions to the CCC field offices for shipments to outlets for which the FDP Branch has responsibility.

C CCC Field Offices - The CCC field offices will furnish delivery instructions for both FV Branch outlets and FDP Branch outlets to the PMA State Committees.

IV DISTRIBUTION BY FV BRANCH OF DOCUMENTS RECEIVED FROM FIELD OFFICES

A PMA-171 - The copies received from the State office executed by the FV Branch in the portion entitled "Program Authorization" and by the State Chairman in the portion entitled "Buying Direction" shall be retained by FV Branch.

B Purchase Announcement - The seven copies received from the purchase representative shall be distributed as follows:

1 Two copies to the Docket Unit, Administrative Services Division, BM Branch.

2 Five copies retained by FV Branch.

V REPORTS TO THE ADMINISTRATOR

In order to provide administrative control and direction and adequate records of program accomplishments, the Administrator and the branches of PMA concerned with these price support purchase programs will need reports on the conduct thereof. Branch responsibilities in this connection are as follows:

A Fruit and Vegetable Branch

1 Procurement Reports - These reports for FV Branch operations shall be developed by FV Branch and consolidated by

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OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(V A)

FV Branch with the State office reports prescribed in B below. The FV Branch shall prescribe the reports to be submitted by State offices.

2 Consolidated Reports - Other branches participating in price support operations will provide special reports as required by the FV Branch for inclusion in consolidated reports.

B State Offices - Procurement reports for PMA State offices, and purchase office operations shall be developed and submitted by State offices as prescribed by FV Branch.

C Food Distribution Programs Branch - Distribution reports for Section 32 operations under which FDP Branch determines outlets shall be developed and submitted by FDP Branch.

D Shipping and Storage Branch - Shipping reports shall be developed by SS Branch and consolidated with other reports of that Branch.

PART II - INSTRUCTIONS TO STATE AND LOCAL OFFICES

I PMA STATE COMMITTEE

A General Responsibility - The entire operation of a purchase program within a State shall be under the direction and responsibility of the PMA State committee. Any part of this responsibility may be delegated to county committees except as otherwise provided by this or other PMA Instruction, by specific terms of the authorization, or by the Administrator.

B Recommendations that a Program be Made Available - The State committee shall recommend to FV Branch the date on which a price support program should be made available and shall make all necessary recommendations concerning the details of the program. Sufficient advance notice of the need for a program must be given to permit FV Branch to complete necessary arrangements.

C Placing Purchase Representative in Purchase Area - When the State Chairman has been notified that an authorization will be issued for the purchase of a commodity within his State, he shall, with the advice of the county committee(s) concerned, appoint a purchase representative for the purchase area and shall also appoint one or more assistant purchase representatives as needed. A purchase representative or an assistant must be either a member of the county committee, a member of the State committee, or an employee of the PMA State office. The purchase representative may not begin actual purchase of the commodity before receipt of a Buying Direction (see paragraph IV below) and disposition instructions from the State office. A list of all purchase representatives, not including assistant purchase

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OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(I C)

representatives, shall be prepared and sufficient copies shall be made to permit the distribution prescribed below.

- 1 One signed copy to each purchase representative concerned.
- 2 One copy retained by State Chairman.
- 3 Two signed copies to CCC field office.
- 4 One copy to each county office concerned.

D Checkloading and Services Agreement

1 Arranging for Services - Whenever it is possible and practicable to obtain checkloading services from a Federal or Federal-State inspection service, the State Chairman shall make the necessary arrangements with the agency for use of its inspectors as checkloaders. The Chairman must have a definite understanding with the agency as to what the services will consist of and at this time should inform the agency of the procedure for submission of claims for payment for checkloading services.

2 Preparation of the Agreement - If checkloading services are to be furnished by an inspection agency, the State Chairman shall prepare Form PMA-388, "Checkloading and Services Agreement", PMA-388 in an original and at least five copies.

3 Preparation and Distribution of Form PMA-388 - See the Forms Manual insertion for this information.

E Report to FV Branch, Washington - The PMA State Chairman shall report to the FV Branch, Washington as soon as possible the organization and method of handling purchase details which the State Committee plans to use in operating the proposed or current program. One copy of this report should be submitted to the CCC field office serving the State.

F Allocation - When the quantity offered by vendors is in excess of the quantity authorized to be purchased among vendors, and the purchase area covers more than one county, the State Chairman shall allocate the total purchase among the affected counties.

G Delivery Instructions - Purchase representatives will transmit to the State Chairman their requests for delivery instructions, except that if a Buying Direction has been issued to only one purchase representative in the State, with the concurrence of the State Chairman he may transmit direct to the CCC field office.

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF
FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(I H)

H Payment to Vendors and Inspection Agencies - See paragraph XVII.

I Action at End of Program - The State office shall;

1 Advise the inspection agency that the program is concluded, request submission of vouchers covering claims outstanding.

2 Notify the CCC Field office that (1) the program is concluded, (2) all vouchers have either been transmitted or are listed in the notification, (3) future correspondence about the program should be addressed to the State Chairman. Send two copies of this notification to FV Branch, Washington.

3 Report to FV Branch the following:

a The total purchases and expenditures by purchase areas, including commodity costs, checkloading, and other services but not including transportation and administrative costs. Send one copy of this report to the CCC Field office.

b The purchase office expenses such as salaries, travel, communication, rent, supplies, and so forth, and report similarly the State office expenses for the program.

c A summary of the disposition of the commodity or commodities purchased under the program.

II COUNTY AGRICULTURAL CONSERVATION COMMITTEE

A General Responsibilities - Upon delegation by, and under the supervision of, the State committee, the county committee shall be responsible for the administration of the program within the county. It shall be the responsibility of the county committee to (1) see that producers and all other interested persons are correctly informed regarding the program; (2) determine that commodities are delivered to and accepted for PMA only under terms prescribed in Buying Directions issued by the State Chairman; (3) determine that claims for payment and all supporting documents are properly prepared before they are submitted for payment; (4) provide, in collaboration with the State committee, for the safe-keeping of all records; and (5) collaborate with the State committee to see that all prescribed reports are properly submitted.

B Allocation of Purchases - The county committee shall allocate purchases among vendors within the county if allocation becomes necessary. In carrying out this function, the county committee shall take into consideration any allocation recommendations made by the commodity advisory committee. See paragraph X of this Part II for details.

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT
OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(II)

C Determining Facilities for Carrying Out the Program

1 No purchases shall be made until the county committee in charge of the program is confident that each step of purchase procedure can be promptly and properly carried out. The general mechanics of making purchase in the field must be organized carefully by the county committee, with the counsel of the Commodity Advisory Committee, the purchase representative, and the shipping representative.

2 Depending on the commodity to be purchased and the containers in which shipment is to be made after purchase, the county committee must ascertain that all necessary materials and services will be available when needed.

D Resolution at Close of Program - At the conclusion of the program, the county committee shall submit to the State Committee a resolution approving termination of the program. This resolution shall be retained by the State committee in its files.

III COMMODITY ADVISORY COMMITTEE

A Formation - Commodity Advisory Committee may be established in accordance with Manual Instruction 115.1 and 115.2.

B Services of the Committee - The Commodity Advisory Committee should advise the County Committee, or the State Committee, with respect to local conditions and local commodity situations which may affect the formulation and execution of the purchase program.

IV BUYING DIRECTIONS

Authority for actual purchasing by the purchase representative is delegated by the State Chairman in the space provided therefor, headed "Buying Direction", on PMA-171 in accordance with the Program Authorization, also on PMA-171, properly executed by FV Branch.

A Issuance by the State Chairman

1 The State Chairman shall issue the Buying Direction, using space provided therefor on PMA-171, to the purchase representative. Several Buying Directions may be issued under one authorization to several purchase representatives if the State Chairman determines that it is advisable to divide the area of purchase over which he has jurisdiction into several smaller areas.

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT
OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(IV A)

2 Each Buying Direction and the cumulative total of all issued under one authorization shall be within the limitations prescribed in the authorization issued to the State Chairman. In no instance may a Buying Direction modify those limitations other than to apportion among the various purchase representatives within the area of purchase over which the State Chairman has jurisdiction, the area, maximum quantity to be purchased and maximum funds to be expended under the Program Authorization, and the quantity and value of commodities to be delivered under each Section 32 program docket.

B Numbering, Preparation and Distribution of Buying Directions - See the Forms Manual insertion for this information.

C Amendments - Upon receipt of an amendment to an authorization, the State Chairman shall issue to the purchase representative concerned an amendment to the Buying Direction in the same manner as for an original Buying Direction and shall indicate the amendment number in the space provided for the date of the Buying Direction; for example, Amend. 3 dated 4-1-47. Amendments shall be distributed as prescribed in paragraph B above.

D Deviation from Terms of Buying Direction - Units having responsibility under purchase programs may not deviate from the terms of the current Buying Direction and current amendments. It is important that purchase representatives keep in mind the exact limitations of the Buying Direction.

E Confidential Nature of Buying Direction - The contents must be held as strictly confidential and shall not be divulged outside authorized channels of use as prescribed in this Instruction. Such information going outside such channels could adversely affect market conditions.

V PURCHASE REPRESENTATIVE

A Definition - A purchase representative shall be either (1) a member of the State committee, (2) a member of the County committee, or (3) an employee of the PMA State office. He shall directly represent and clear actions with the State or County committee in the conduct of a program. He shall have assistance as required and authorized. He shall be fully and finally responsible to the State or County Committee.

B Beginning the Purchasing - The State Chairman will have placed the purchase representative in the area of purchase prior to receipt of an authorization in order that he may do the necessary preliminary planning and contact work. However, he may not begin the actual purchase of the commodity before receipt of a Buying Direction and disposition instructions.

C Issuing the Purchase Announcement - See exhibit A and paragraph VII for details.

**PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT
OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM**

(V)

D Making the Purchase - The purchase representative shall make the purchase within the limitations of the Buying Direction and disposition instructions, issue loading instructions, and perform other functions outlined in connection with the various documents prescribed herein.

1 If purchases are to be made only from vendors, established as eligible by an agreement entered into with the USDA, the purchase representative should obtain the names of such eligible vendors or make such arrangements with the county committees or others as are necessary for him to carry out this provision.

E Requesting Delivery Instructions - The purchase representative shall send his requests for delivery instructions to the State office in the State of purchase, except that if there is only one purchase representative for the program in the State, without regard to any assistants he may have, he, with the concurrence of the State Chairman, may send his request for outlets direct to the CCC field office.

F Carrying Out Shipping and Delivery Instructions - The purchase representative shall arrange FDP Branch Delivery Orders and other delivery instructions in the order of preference indicated by the shipping schedule, if any. He shall turn the orders and schedules over to the shipping representative if a CCC field office representative has been assigned to the area for performance of shipping functions or he shall effect shipments in accordance with paragraph XV of this Instruction, if he has been authorized to perform shipping functions himself.

Telegraphic instruction concerning delivery to FDP Branch outlets may be used in lieu of Delivery Orders to effect shipment but the formal Delivery Order must be received by the purchase representative to complete the transaction.

G Keeping Vendors Informed of Requirements - The purchase representative shall inform vendors of all requirements with respect to loading, inspection, weight certificates, protective services, and so forth. He shall remind vendors that lienholders must be shown on the voucher.

H Payments to Vendors and Inspection Agencies - The purchase representative shall be responsible for determining that all claims for payment are properly prepared in accordance with Part III of this Instruction and forwarded without delay to the paying office. He shall sign the Certificate of Receipt on the voucher and shall determine before he does so that the commodity and/or services were received as stated.

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT
OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(V I)

I Action at End of Each Program

1 Reporting Checkloading Claims - The purchase representative shall furnish the State office with a memorandum listing the cars checkloaded for which claims for checkloading have not been submitted.

2 Advice to State Office - The purchase representative shall notify the State office (1) that the program is terminated and (2) that all vouchers have either been transmitted, or, if outstanding, are listed in the notification.

3 Disposition of Records - The purchase representative shall transmit all Purchase Control Records and all other records, files, and Field Record Envelopes to the County or State committee as instructed, where such records shall become permanent records of the program.

4 Unfilled Delivery Instructions - If upon termination of the program, unfilled delivery instructions are in the possession of the purchase representative, he with the concurrence of the State Chairman shall immediately contact the CCC field office for disposition of the documents. The CCC field office will contact the FDP Branch, Washington, relative to the disposition of unfilled Delivery Orders.

VI CHECKLOADER

A Checkloader - (Receiving Agent) - A person physically present at the time and place of delivery of a commodity to PMA by the vendor for the purpose of determining that loading instructions have been observed and that PMA receives the quantity of the specified commodity for which the producer will claim payment.

B Responsibilities

1 Meeting Purchase Specifications - Under no circumstances shall the checkloader accept a shipment of any commodity that does not meet PMA purchase specifications. Before the commodity is accepted for shipment, the checkloaders must (a) determine that the commodity meets PMA requirements as to variety or type, size, grade, condition, container, and (b) have evidence that the entire quantity was inspected within the time limit specified by the purchase announcement.

2 Condition of Containers - The checkloader shall reject all containers which are broken or otherwise damaged and unfit for shipment. He shall not accept any commodity unless it has been packed in accordance with purchase specifications and all containers are in suitable condition.

3 Loading - The checkloader shall determine that the car or truck has been prepared properly to give the greatest protection to

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the shipment, and that the commodity is loaded and stowed in accordance with best commercial practice, including the use of bracing, bulkheading, ventilating racks, or padding.

4 Container Count - The checkloader must personally make a careful and accurate count of the number of containers loaded or measured into car or truck. The checkloader shall not under any circumstances accept loader's count as the basis of purchase or acceptance. He shall make a careful and accurate count of the contents of all cars in instances where the commodity being purchased has been previously loaded for commercial shipment.

5 Container Content-Weight - The checkloader must determine, when commodities have been purchased on the basis of net volume content of the containers, that such containers were well filled. The checkloader must determine, when commodities have been purchased on a weight basis, that they were weighed in conformance with PMA requirements and that the entire quantity represented by weight certificates was actually loaded for shipment.

6 Sealing Cars - Immediately upon completion of checkloading, the car shall be sealed and a record made of the seal numbers applied unless shipment without seal has been specifically authorized. The checkloader shall not under any circumstances allow cars which have been checkloaded by him and which are required to be sealed to remain unsealed in his absence.

7 F.O.B. Packing House - Although, under the grower-packer plan of purchase, vendors tender delivery of the commodity in its natural state f.o.b. the packing house, checkloading can not take place until after grading and packing inasmuch as it is not possible until then to determine the quantity of the commodity that will meet PMA purchase requirements.

8 F.O.B. Processor's Plant - Under the grower-processor plan of purchase (delivery f.o.b. processor's plant), the commodity is required to meet PMA purchase requirements at the time of delivery without grading or further handling. Checkloading is evidenced on the voucher by execution of the processor's Receipt, and the grade is evidenced by the Inspection Certification. Further checkloading is not necessary.

VII PURCHASE ANNOUNCEMENT

A General - In notifying the industry and prospective vendors in the area of purchase of grades, prices, and other terms of purchase, a duly authorized contracting officer, with the approval of the State Chairman, shall issue a Purchase Announcement in the form of the specimen announcement attached as exhibit A to this Instruction. Reference to the preparation, clearance and distribution procedure in PMA Instruction 120.7 is not required.

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B Numbering, Preparation, Contents, and Distribution of Purchase Announcements - See Exhibit A for this information.

C Amendments - The contracting officer, with the approval of the county committee, shall issue amendments to Purchase Announcements in the event changes are authorized in prices, grades, or other terms of purchase. Amendments shall be given the number of the Announcement, plus "Amend.1", "Amend.2", and so forth. Distribution shall be the same as for an original Announcement.

VIII OFFER OF SALE

A Informal - Under the announced-price method of purchase, (1) the vendor submits an informal offer of sale, which may be either verbal or written, to the purchase representative either direct or through the county committee, (2) the purchase representative accepts the offer only in accordance with the terms and conditions of the Buying Direction and in no case exceeding the limitations contained in the Buying Direction, and (3) the purchase representative instructs the vendor to load in cars.

B Formal - Under the offer and acceptance method of purchase, the vendor submits directly to the purchase representative a formal written offer of sale in a form specified by PMA prior to the opening of the program. Formal acceptance of the offer by an authorized contracting officer completes the contract after which instructions to load are issued to the vendor. The contracting officer assigns a contract number in accordance with PMA Instruction 455.1 and cites the contract in his acceptance. The original and two copies of the offer and one signed and two unsigned copies of the acceptance are forwarded to the CCC Field office.

IX LOADING INSTRUCTIONS

A General - A schedule as to the time the vendor is to load the commodity should be developed jointly by the purchase representative and the shipping representative, and the vendor should be given full instructions as to the time and method of loading and protective services to be used.

X ALLOCATION OF PURCHASES

A General - It shall be the responsibility of the county committee to allocate in an equitable manner among the offering vendors in the county the quantity of the commodity to be purchased whenever the vendors in the county offer an aggregate quantity in excess of the quantity authorized to be purchased in the county. In carrying out this function, the county committee will take into consideration any allocation recommendations made by the Commodity Advisory Committee. Each county committee in the area covered by the purchase representative's Buying Direction shall transmit such allocation in writing to the purchase representative. It will be necessary for the purchase representative to obtain only the originals of the allocations.

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He shall carry out purchases according to such allocation(s), and shall then file the allocation document(s) in the purchase office files. The signed allocation shall state:

"Under the Production and Marketing Administration's (program symbol and number) purchase program, the (blank) county committee hereby allocated as follows:

- 1 (List the name and address of each vendor)
- 2 (List the loading point(s))
- 3 (List the quantity offered by each vendor)
- 4 (List the quantity to be accepted from each vendor)

Signature _____

Chairman

County Committee"

B Summary of the Allocation - A summary of the information contained in the allocation(s) shall be transmitted immediately to the State office.

XI CERTIFICATE OR ORIGIN

A General - If a commodity is produced within the authorized area of purchase but is delivered to the PMA outside that area and different prices are authorized for the two areas, the purchase representative shall secure a certificate of origin from the vendor.

B Preparation and Distribution of Certificates of Origin - See Exhibit B attached for this information.

XII WEIGHT

A General - If the commodity is purchased in bulk or otherwise so as to require verification of the weight, the vendor is required to furnish a weight certificate substantiating the quantity of the commodity for which payment is claimed. The only form of certificate acceptable as the basis of payment will be an official weighmaster's certificate if a licensed public weighmaster is available. If such is not available, other types of certificate as indicated in paragraphs 2, 3, and 4 below will be acceptable. The certificate shall be filed in the Field Record Envelope and the purchase representative shall execute the Certificate of Receipt on the voucher. It shall be the responsibility of the purchase representative to determine that the certification on the voucher is substantiated by a certificate properly executed and filed in the Field Record Envelope as prescribed herein.

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1 Certificate of Licensed Public Weighmaster - This type of certificate shall be executed with the weighmaster's official seal affixed, if required by State law. If a seal is not required, the official should indicate that fact on the certificate. The certificate shall be on recognized forms in accordance with the requirements of the State of purchase or if the weighmaster is unable to issue a recognized form of weighmaster's certificate, he may substitute "Public Weighmaster's Certificate", Form FDA-596, or a certificate of his official letterhead or other stationery.

FDA-596

2 Weight Determined by Public or Private Scales - The PMA representative may utilize the services of public or private scales which he considers adequate for determination of the weight. Scale tickets executed by operators of such scales will be acceptable either on their own forms or on FDA-596.

3 Weight Determined with the Use of Standard Containers - When supervising this determination of weight the PMA representative shall (1) determine the net weight of the standard containers used, by weighing the contents of a representative number of the containers, (2) determine that the containers are filled with the proper measure of the commodity, and (3) make an accurate count of the containers used. The certificate shall be by the PMA representative as follows: "I certify that I supervised the determination of the weight of the above described commodity and that the contents of (number and name of containers), each containing, as determined by weighing a representative number of the containers (number of pounds or other unit of measurement prescribed by the terms of the purchase), were delivered to PMA."

4 Weight Determined by Conversion from Volume Measurement - When it is necessary to determine by volume measurement the weight of the commodity delivered, the PMA representative shall (1) determine the volume of the commodity in cubic feet, and (2) convert the cubic feet into hundredweight by dividing by the official factor. The certificate shall be by the PMA representative as follows: "I certify that the weight of the above described commodity was determined to be (quantity), which was determined by conversion from the volume of (number) cubic feet." Work sheets used in determining the weight by conversion from volume measurement shall be in sufficient detail to reflect exactly how the quantity was determined and the work sheets shall be retained in the Field Record Envelope.

B Certificate of Track Scale Weight - This certificate shall be obtained from the railroad in all cases of shipment in bulk by rail involving a sales contract at destination. The PMA representative can obtain the certificate by typing on the bill of lading "Weigh at first track scale in transit and forward weight certificate to _____ (show name and address of purchase representative)."

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It shall be the purchase representative's responsibility to (1) determine that he receives all necessary certificates, (2) post basic data concerning the weighing to his memorandum copy of the commercial bill of lading, (3) indicate the purchase number and sales contract number on the certificate, and (4) forward the certificate to the CCC Field Office. If the certificate involves more than one carlot he shall list them on the certificate with specific identification of each car number with its related sales contract number and purchase number. The shipping representative shall assist the purchase representative in every possible way in obtaining necessary certificates from the carrier and shall police the receipt of the certificates upon advice from the purchase representative that they appear to be delayed.

XIII INSPECTION AND INSPECTION CERTIFICATE

A General

1 Inspection shall be performed by the Federal-State Inspection Service unless other instructions are given in the Buying Direction.

2 All perishable commodities must be inspected within 48 hours prior to acceptance by PMA unless the Buying Direction provides otherwise.

3 Vendors must arrange for the inspection and furnish official inspection certificates without cost to PMA unless the Buying Direction authorizes otherwise.

4 The voucher may be submitted for payment prior to receipt of the inspection certificate if the inspector certifies on the voucher to the grade and quality of the commodity delivered.

5 Inspection Certificates will not be required on fresh vegetables purchased in farmers' markets. However, the inspector of such will be required to certify to the grade and quality on the claim for payment.

**B Preparation and Disposition of Inspection Certificates, FV-47
(Federal) - See the Forms Manual insertion for this information.**

FV-47 (Federal)

XIV PROTECTIVE SERVICES

A Icing or Heating by Vendor - Occasion may arise when it is advisable to have icing or heating performed by a vendor. In such cases the cost involved shall not exceed that stated in the common carrier's tariff applicable to the point of shipment and the vendor shall bill PMA for the cost of such performance. The vendor shall indicate on the voucher the details of the service, such as the number of pounds of ice used and the cost, and shall attach to the voucher the icing or heating ticket or other evidence substantiating the claim for the service rendered. The purchase representative shall determine that the service was received as

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indicated before he executes the certificate of receipt on the voucher.

B All other Protective Services - Unless specifically authorized otherwise in PMA-171, all other protective services required of the vendor such as pre-heating of cars, stowing, bracing, bulkheading, ventilating, and padding shall be performed at vendor's expense.

XV SHIPPING OPERATIONS AT POINT OF PURCHASE

A General - This section deals with those shipping operations usually performed at the point of purchase by the shipping representative regardless of whether the shipping representative is from the CCC field office or is a locally designated representative.

B Designation of Shipping Representative - Refer to PMA Instruction 124.1 for details concerning designation of the shipping representative.

C Reference Material - The shipping representative will be furnished the following instructions, guides and references:

- 1 SS Branch "Icing and Heating Guide."
- 2 SS Branch "Practical Transportation."
- 3 Other related instructions.

D Delivery Instructions - The shipping representative shall prepare shipping documents and accomplish shipments upon receipt of delivery instructions from the purchase representative. It is imperative that shipments be made in accordance with specified priorities or sequence. At the conclusion of the program the shipping representative shall turn over to the purchase representative all unfilled Delivery Orders or other delivery instructions.

1 Section 32 Outlets (Distributing Agencies)

a Delivery Orders (D/O's) - Delivery instructions will be furnished by the purchase representative to the shipping representative in the form of a "Delivery Order," Form FP-54

FP-54

The shipping representative will use FP-54 to prepare shipping documents and after shipment will complete the lower portion of the D/O and distribute the copies of the form. If the FP-54 is not on hand when shipment is to be made and the purchase representative had received telegraphic instructions, such telegraphic instructions may be used by the shipping representative pending actual receipt of FP-54, but must be confirmed later by FP-54 when received.

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b Preparation and Distribution of FP-54 - See the Forms Manual insertion for this information.

c Responsibility for Delivery - The responsibility of PMA for delivery ceases when the car is placed for unloading at the point previously designated in the D/O. All charges, including those for demurrage, storage, and trucking, which accrue after arrival at destination and after either actual or constructive placement for unloading shall be the responsibility of the consignee.

2 Other Outlets - Delivery instructions for outlets other than those in paragraph D-1 above will have been received by the State Committee from the CCC field office. The State Committee will transmit delivery instructions to the purchase representative, who, after making the purchase, shall notify the shipping representative, who shall accomplish shipments as authorized.

a Order Symbols and Numbers - The CCC Field office serving the territory where the commodity is to be purchased will prescribe order symbols and numbers to be used by the shipping representative in identifying orders on shipping documents. Example: CKOC 12345c.

(1) The shipping representative will suffix the order symbol and number for a shipment by assigning a sub-number to be shown on all applicable shipping documents to indicate each car in the shipment and the total numbers of cars in the shipment.

Examples:

If five cars are included in a shipment under order symbol and number CKOC 12345c, the order symbol and number including the sub-number for the first car would be CKOC 12345c sub 1 of 5.

If the shipment consisted of one carload for delivery to one destination, the identifying number would be CKOC 12345c sub 1 of 1.

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E Prepaid Commercial Straight Bills of Lading

1 General - The shipping representative must prepare pre-paid commercial straight bills of lading for all shipments which move at Government expense. For deliveries f.o.b. cars, or local deliveries in the area of purchase, see paragraph XVI of this Instruction.

2 Preparation of Commercial Bills of Lading

a Commercial B/Ls will be prepared by the shipping representative in an original and four copies. The following information shall be indicated on the B/L:

(1) Government Ownership: Insert the words "U. S. Government Property."

(2) Identification of Car: Insert the car initials and number.

(3) Name of Initial Transportation Company: Insert the full corporate name of the originating carrier, such as "Baltimore and Ohio," and not trade names such as "Cotton Belt," "Nickel Plate," etc.

(4) Stop-offs in Transit Shipment: In such case show the city or cities, (or town) and state or states, where car is to be stopped to complete loading or for partial unloading. In instances where cars are to be spotted for partial unloading, the specific location where car is to be spotted shall be shown on the B/L after the consignee's name.

(5) Consignee: Insert the purchase program symbol and number, the purchase number assigned by the purchase representative, and the order symbol and number or D/O number next the complete name (including title and agency) and address of the consignee. After consignee's name show the specific location car is to be spotted for unloading, if given in such instruction as the Delivery Order, etc. Also show name and address of "NOTIFY PARTY."

(6) Destination: Insert the city (or town) and state of destination (or final destination, if a stop-off in transit shipment) as indicated in the official list of

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list of "Open and Prepay Stations." An official list of "Open and Prepay Stations" is available in CCC field offices and in various railroad agents' offices.

(7) Route: Route only shipments involving "Stop-offs," "transit," "to storage" and "to processor." When routing these shipments, insert complete route using carrier's initials, including originating, delivering, and all intermediate carriers.

(a) The initial transportation company must be shown in the routing; however, in case of transit privilege shipments, see exceptions as provided in Shipping Division General Memo 45-34, copies of which are available in CCC field offices.

(b) Complete names of carriers need not be written in full in routing space, as the official abbreviations are sufficient. Junction points should not be shown except where this would be necessary to assure application of lowest combination or through rate on shipments from transit stations, or to specifically direct the movement, or to serve other substantial interest of the U. S. Government.

(c) When delivery at destination is required by a particular delivery carrier, insert such information in the following manner: "AB&C Railroad delivery."

(d) If shipment is not to be routed by the Government - Insert the words "Carrier-routing." When unrouted bills of lading are submitted to carrier's agent for signature, do not allow them to insert routes unless noted as above. Carriers are obligated to move unrouted shipments via cheapest and most economical routes, in which case, allowing agents to insert routes on all copies of bills of lading at time of shipment might be interpreted as being routed by the Government unless proper notation of responsibility for routes is shown.

(8) Date of Preparation: Insert date bill of lading is prepared.

(9) From: Insert the name of the station or siding where the shipment is actually loaded and accepted by CCC (or carrier for CCC). If cars are loaded at non-agency

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stations and the bill of lading is signed at the nearest agency station, the shipping point shall be shown as the non-agency station, such as "Highland Park, B/L Lake Wales, Florida." Also insert "CCC c/o (Full Name of Shipper)" except where purchased on a transit basis, in which case, shipper's name will be shown leaving out any reference to CCC.

(10) Billing Information: Insert "Submit the original and two copies of the freight bill for payment to (address of CCC field office of origin). All line haul and incidental accessorial charges which accrue prior to arrival at destination will be paid by that office. Any charges accruing after actual or constructive placement for unloading shall be the responsibility of the consignee."

(11) Export: If the shipment is to be exported, insert "For Export."

(12) Storage in Transit: If shipment is to be stored in transit, insert "Storage in Transit."

(13) Packages: Insert the total number of packages in the shipment.

(14) Description of Articles: Insert proper description of commodity. Prior to being sent into the field, the shipping representative will obtain or be furnished the commodity description from the "Freight Billing Guide," issued by the Shipping Division, Washington, and available in CCC field offices.

(a) Protective Services - Insert applicable terms such as standard ventilation, etc. Prior to being sent into the field, the shipping representative will obtain or be furnished the necessary protective services data, as included in the "Icing and Heater Guide," issued by the Shipping Division, Washington, and available in CCC field offices.

(b) Seal Numbers on Carload Shipments - The seal numbers applied to car must be shown in the body of the bill of lading.

(c) Net Weight - Tare Weight - Enter if required.

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(d) Field Purchase Special Requirement - The following should be inserted in a prominent space under "Description of Articles" on the B/L - "Title of this commodity passed to the U. S. Government on (date)." The date line above shall be completed by the PMA shipping representative prior to presentation of the B/L to the Carrier's agent for signature. For further information on this special requirement, see "detention and demurrage" clause of the purchase announcement.

(15) Weights: Insert actual gross weight of shipment, which includes the weight of the commodity plus the weight of the container in which it is packed. Tariff billing weights and weight agreements must be observed. Unless the actual gross weight is known at the time bill of lading is prepared, this information will be inserted at the time of shipment by the shipper. The weight of dunnage, when used, should be shown separately in the weight column, and the gross weight and dunnage totalled. If the net weight of a commodity is required to appear on the bill of lading, place under "description of articles," not under the "weight" column. This is equally applicable whether or not dunnage is required for a shipment. The certificate of track scale weight will be obtained from the railroad in all cases of shipment in bulk by rail involving a sales contract at destination. Where this certificate is to be obtained, the shipping representative will (1) have the following typed on the bill of lading: "Weigh at first track scale in transit and forward weight certificate to (show) name and address of purchase representative," and (2) insert on the memorandum copies only of the bill of lading, under the "description of articles," the appropriate net weight of the commodity prior to distribution of the B/L copies.

(16) Name of Transportation Company: Insert name of transportation company receiving shipment at shipping point for forwarding. This entry must agree with the corporation name of initial transportation company shown in Item No. 3, above, as the originating carrier.

(17) Date of Receipt of Shipment: Carrier's agent will insert date shipment is actually delivered to the originating carrier for forwarding. This must be done on every shipment.

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(18) Signature of Agent: To be signed by carrier's agent with ink or indelible pencil. Copies may be carbon signed.

3 Distribution of Copies of B/L

a Section 32 Outlets:

(1) Original and one copy to the FDP area office of destination.

(2) Two copies to the CCC field office of origin (by fastest mail).

(3) One copy to the producer (to be attached to his voucher).

(4) One copy to the initiating carrier (Carriers will prepare additional copies as required).

(5) One copy to be filed in the Field Record Envelope.

b Other Outlets: Distribution is the same as above except that the original and one copy are sent to the CCC field office of destination, instead of the FDP area office.

F Execution of Bills of Lading on Split Shipments - The Shipping representative, when preparing the shipping documents, is responsible for attaching to the original B/L, Form SS-75, "Consignee's SS-75 Certificate of Partial Delivery" for each stop-over for partial unloading of a carload shipment in line of transit except the final destination.

1 Preparation and Distribution of SS-75 - See the Forms Manual insertion for this information.

G Protective Services - The shipping representative is responsible for determining the need for and the prescription of any necessary protective services required to protect the commodity against heat or cold while in transit.

H Practical Transportation - The shipping representative is responsible for utilizing the Shipping and Storage Branch Practical Transportation Guide in effecting shipments in a practical manner.

I Reports of Shipment

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1 Section 32 Outlets (Distributing Agencies)

a On the same day that shipments are made to Section 32 outlets the shipping representative shall send a prepaid wire (PMA to be billed for telegraph charges) reporting such shipments to the consignee.

(1) The shipping representative shall include the following, for Western Union billing purposes only, on each wire:

(a) Address of Office to which the bill for telegraphic charge should be sent.

(b) The PMA allotment advice number (which is the shipping representative's regular administrative allotment for such expense).

b The wire report shall contain the following information:

(1) Commodity.

(2) Date shipped.

(3) Origin point.

(4) D/O number (in case of "split" shipments, include all D/O numbers).

(5) Quantity shipped.

(6) Car initials and number, or state and license number of truck.

(7) Delivering carrier specified for each D/O.

(8) Destination.

(9) For split shipments, the number of units, gross weight and net weight, delivering carrier for each consignee and, where applicable, the reversal of stop-over and final destination.

c A copy of each wire shall be sent promptly by fastest mail to the FDP Branch Area Field Office having jurisdiction of the program in the State of destination, or to each FDP Branch Area Office concerned in the case of a split shipment

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and to the Chief, Shipping Division, SS Branch, Washington 25, D. C.

2 Sales Contract Outlets

a On the same day that shipments or local deliveries are made to sales contract outlets other than outlets for contracts made by the State PMA office, the shipping representative shall send:

(1) A collect wire reporting the contract numbers and the number of cars and the total net weight shipped under each contract for such outlets to the CCC field office in the area of origin of the shipments.

(2) A collect wire to the purchaser reporting the contract number, car numbers and initials, place of origin of the shipment and date shipped.

XVI DISPOSITIONS IN THE AREA OF PURCHASE

A Local Delivery - If the commodity is delivered to the consignee or his agent in the area of purchase, the purchase representative shall prepare "Consignee's Receipt," Form PMA 375 for PMA-375 the signature of the purchaser or his agents.

1 Preparation and Distribution of PMA-375 - See the forms Manual insertion for this information.

B F.O.B. ORIGIN - If the terms of the purchase contract specify delivery f.o.b. origin and the purchaser or his agent is not present to accept delivery, shipment will be made on collect commercial Bill of Lading.

1 The purchase representative shall provide sufficient information on the bill of lading to provide for shipment to destination at the expense of the purchaser.

2 The purchase representative will obtain four copies of the Bill of Lading on which the carrier's agent has acknowledged receipt of the shipment (in lieu of Consignee's Receipt) and:

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a Insert the purchase number and the contract number on each copy of the Bill of Lading, and

b Distribute these copies as follows:

(1) One copy to the paying office with vendor's voucher for payment.

(2) Two copies to the CCC field office by fast-mail.

(3) One copy to Field Record Envelope.

2 The purchase representative will notify the shipping representative of each such delivery in order that the notification telegram required in Section XV may be prepared.

XVII PAYMENTS TO VENDORS AND INSPECTION AGENCIES

Payments to vendors for commodities acquired and to inspection agencies for checkloading services performed shall be made by sight draft or check. The purchase representative shall forward all claims for payment, together with supporting papers, to the State office when payment is to be made by sight draft and to the CCC Field office when payment is to be made by check.

A Payment - Shall be made by check through the CCC Field office except when specific authorization is given in the program authorization for payment by sight draft.

B Sight Draft Payments - Payments by CCC sight draft shall be made under conditions set forth in the delegation and in accordance with Fiscal Branch instructions in the FI 573 series.

XVIII RECORDS

A Purchase Control Record

1 Use - The purchase representative shall maintain a "Purchase Control Record," Form PMA-248, for each Buying Direction received and shall enter thereon all price support acquisitions and dispositions including all disposal of commodities acquired and placed in farm storage. PMA-248

2 Preparation of Purchase Control Record, Form PMA-248-
See the Forms Manual insertion for this information.

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B Field Record Envelopes - The purchase representative shall use a separate Form PMA-74, "Field Record Envelope," for each purchase transaction. The envelope shall contain copies of the vendor's claim, bill of lading or Consignee's Receipt, Inspection ^{PMA-74} Certificate, weight certificate, loading instructions if any, and other related papers. The envelope shall be kept in an active file until the claim has been forwarded for payment and shall then be placed in an inactive file.

XIX REPORT OF FIELD PURCHASES

General - The purchase representative shall prepare and submit PMA-249 for each program for which a Buying ^{PMA-249} Direction is received. This report shall be submitted as soon as sufficient information is available to complete one sheet of PMA-249 and in any event weekly on Friday. For purposes of reporting on PMA-249, information obtained orally or telephonic shall be deemed sufficient. The purchase representative shall continue to submit reports at least weekly until the program is terminated, until all purchases and their disposition have been reported on PMA-249, and until all commodities placed in farm storage have been reported as disposed of by movement from farm storage or by condemnation.

B Preparation and Distribution of PMA-249 - See the Forms Manual insertion for this information.

C Correction Reports - If information that has been reported on PMA-249 is determined to be incorrect, a separate PMA-249 shall be prepared and submitted. A report number will be assigned in item (3) in the same sequence as regular reports. The word "Correction" also shall be entered in item (3). All other items shall be completed as though the report were an original, the purchase number remaining the same as originally reported.

D Reports for Weeks in Which no Purchases or Dispositions Are Made - PMA-249 shall be prepared and submitted showing appropriate entries in items 1 through 5, 13 and 14 and showing "NONE" across the face of the form.

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PART III - PREPARATION AND ADMINISTRATIVE APPROVAL OF VOUCHERS

I PURPOSE AND SCOPE

This instruction prescribes the standards for preparation and administrative approval of vouchers Form CCC-125 or SMA-120, CCC-125
"Public Voucher - Purchase Program", covering claims for payment for commodities delivered to CCC (for others for account SMA-120
of CCC) under CCC price support programs for fruit and vegetable commodities in raw form.

II VOUCHERS FOR COMMODITIES DELIVERED TO CCC BY VENDORS OTHER THAN CONTRACTING DEALERS

A General

1 Purchase representatives are cautioned that separate vouchers must be prepared and submitted by each vendor to cover each individual vendor's loading where more than one vendor loads in the same car or truck. One vendor shall not pose as shipper when several vendors have loaded in the same car.

B Execution of Voucher

1 Form CCC-125 or SMA-120 should be prepared by the vendor with a typewriter, indelible pencil, or ink, in such manner that the original and all copies are clear and legible. Others responsible for making insertions on the voucher shall do so in the same manner. The original and three copies (four copies if payment is to be made by check through a Federal Reserve Bank) shall be received by the purchase representative. A copy should be retained by the vendor.

a If any alterations are made, they shall be initialed on the original voucher by all signers affected by the alteration. Purchase representatives shall not make changes or corrections unless all signers of the voucher affected thereby initial each change or correction so made.

b All alterations and changes made on the original voucher shall also be made on all PMA copies thereof.

2 Preparation of Voucher Form CCC-125 or SMA-120 -
See the Forms Manual insertion for Form CCC-125 for this information.

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE
SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(II)

C Supporting Documents - Vouchers for commodities delivered to CCC or to others for the account of CCC shall be supported by the following documents:

1 Inspection Certificate - The original and one copy of Form FV-47 (Federal), "Inspection Certificate," showing the grades of the commodity and the quantity of each grade, and identified with the particular lot purchased. The inspection certificate is not required to support the voucher if the inspector executes the Certificate of Inspector on the voucher.

2 Consignee's Receipt - A signed copy of Form PMA-375, "Consignee's Receipt", prepared in accordance with Part II Section XVI of this procedure shall support the voucher when the commodity is delivered to a sales outlet or a Section 32 program outlet in the area of purchase, except when shipment is made on a collect commercial bill of lading and the consignee or his agent is not present to sign Form PMA-375.

3 Commercial Bill of Lading - An acknowledged copy of the commercial bill of lading shall support the voucher (except when the purchaser or his representative is present to sign a consignee's receipt).

4 Receipt for Commodities Purchased in Storage - If claim for payment for commodities delivered to CCC in vendor's storage is submitted on Form CCC-125 or SMA-120, the voucher shall be supported by the original and one copy of a receipt signed by the vendor in which he acknowledges receipt of the commodities to be stored for the account of the CCC.

D Authorizations for Persons Signing Vouchers in a Representative Capacity

1 When the Certificate of Vendor on a voucher is signed by a person in a representative capacity, the purchase representative is charged with the responsibility of determining that such representative has proper authority to so act.

2 Execution of the Certificate of Receipt on the voucher shall constitute a certification by the purchase representative that the person who signed the Certificate of Vendor in a representative capacity does possess the necessary authority to so act.

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE
SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(II D)

3 In the event the purchase representative does not have personal knowledge of the authority of a representative or fiduciary, he shall require such person to show proper evidence of his authority. The types of evidence required shall be as prescribed in ACP-16, Revised May 4, 1945. No written evidence of such authority need be attached to the voucher.

4 Power of Attorney, Form PMA-228 for individuals and Form PMA-227 for corporations, may be used to authorize ~~PMA-228~~
an agent to sign vouchers on behalf of the vendor. The ~~PMA-227~~
power of attorney (if obtained) should be retained in the purchase file.

E Liens and Set-offs

1 The purchase representative shall remind vendors that lienholders must be disclosed on the voucher. If he has knowledge of any lien not disclosed, he shall not approve the voucher.

2 If all vouchers are prepared by or routed through the county office, the county committee shall see that information concerning liens and set-offs is provided. Otherwise the purchase representatives shall obtain a list from the county committee indicating the eligible vendors who have obtained loans on the commodity under the CCC loan program and those who are otherwise indebted to the government, if such debts are eligible for set-off. He shall check each voucher to the list to see that proper information is shown on the vouchers and shall obtain set-off statements for attachment to the vouchers, when required, or transmit such vouchers through the county office for ~~s~~ chment of set-off statements.

3 If a private lienholder (other than an approved lending agency under the CCC loan program) is indicated on the voucher and the list furnished by the county committee indicates that a set-off should be made against the voucher for indebtedness due the Government, the vendor shall furnish one of the following documents to be attached to the original voucher.

a A waiver of the lien, signed by the lienholder, or

b A statement signed by the lienholder indicating the amount of his interest in the commodity purchased.

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(II E)

4 If the CCC or another government agency is shown as a lienholder on the voucher, or the proceeds are to be applied on a loan held by CCC, or a set-off is to be made for any other indebtedness of the vendor to the Government, a set-off statement shall be prepared as described below and attached to the voucher.

F Set-off statement

1 The county office shall prepare the set-off statement in an original and three copies consistent with the form set forth in Exhibit C. The signed original and two copies shall be transmitted to the State PMA Office with the voucher. One copy will be retained in the county office.

2 If the CCC is shown as a lienholder on the voucher, or the proceeds are to be applied in repayment of a loan held by CCC under the terms of the mortgage supplement, the loan number and amount to be paid to CCC shall be shown on the first line under item "1" of the set-off statement. The amount of set-off shall be the total amount of principal and interest computed to be applied according to the applicable program procedure. The identifying number, nature of debt and amount of each additional set-off made for the account of CCC shall be shown on the following lines under item "1".

3 If a set-off is to be made for any other indebtedness due the Government, information concerning the debt and the amount to be deducted shall be entered under item "2" on the set-off statement. The name and address of the creditor agency (if other than a State Office debt), the identifying number, the nature of the debt and the amount (including interest where applicable) to be paid to the creditor agency should be shown for each set-off. For State Office debts the name and address of the agency is not required.

4 The set-off statement shall indicate the balance (if any) to be paid to the vendor, or to the vendor and joint payee as indicated on the claim for payment.

5 The total amount shown of all set-offs for account of CCC and other agencies, plus the amount to be paid to the vendor and joint payee must be in exact agreement with the total amount shown on the voucher.

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(II F)

6 Set-offs shall be made against vouchers for commodities purchased by CCC according to the following priorities (except as provided in paragraph 8, below):

a Amounts due the CCC as lienholder on the commodity purchased.

b Amounts due to other government agencies as lienholder on the commodity purchased.

c Other amounts due the CCC.

d Other amounts due to other government agencies, in order of priority established in the Secretary's order governing set-offs.

7 If the entire proceeds of the voucher are insufficient to satisfy the vendor's total indebtedness to the United States (in the sequence of priority indicated above) it will be unnecessary to show on the set-off statement debts which cannot be applied to the voucher.

8 If a private lienholder is indicated on the voucher and no waiver of the lien is attached, the private lienholder shall have priority over debts due the Government, except liens on the commodity purchased, to the extent of his interest in the commodity.

9 The debt record shall be adjusted for any set-offs made against vouchers covering commodities purchased by CCC at the time the set-off statement is prepared. The notice to creditor agencies as provided in FM-73 shall be sent, except where the indebtedness is to CCC as a lienholder or as holder of a note under the Irish Potato Loan Program.

10 Prior to transmittal of the voucher and set-off statement to the State PMA Office, there shall be typed on the original and all available copies of the voucher in the block headed "Paid By", the statement "Set-off Statement Attached".

G Vouchers Covering More than One Delivery

1 If one voucher is prepared to cover more than one delivery made by the same vendor, a continuation sheet should be attached to the original and all copies of the voucher. In such cases "list attached" should be typed on the voucher in the

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(II G 1)

Spaces used for purchase number, delivery order number, shipping order number, car number and any other identification data not common to all the deliveries. Columns should be provided on the continuation sheet for such data so that all the numbers relating to each delivery will be properly identified with the quantity delivered. Separate quantity columns should also be provided on the continuation sheet for indicating the quantity in each carlot according to the different grades and sizes. The totals of such quantity columns must agree with the totals for each grade or size indicated in the "Quantity" column on the face of the voucher.

2 Description of Transaction, Quantity, Unit, Amount claimed Per Unit, and Amount Claimed should be entered on such vouchers in the manner prescribed in the Forms Manual insertion for Form CCC-125.

3 Lots subject to a lien should in no case be combined on vouchers with other lots not subject to the same lien.

III VOUCHERS FOR POTATOES DELIVERED TO CCC BY CONTRACTING DEALERS OR OTHERWISE DISPOSED OF BY DEALERS AT THE DIRECTION OF CCC

A General -

1 Claims for payment for potatoes disposed of by contracting dealers at the direction of CCC should be prepared by the dealer on Form CCC-125 or SMA-120. The original CCC-125 and three copies of the voucher (four copies if payment is to be made by check through a Federal Reserve Bank) shall be transmitted by the dealer to the purchase representative.

2 Separate vouchers shall be prepared for the various classes of disposals, as follows:

a Potatoes delivered to sales outlets other than domestic food and seed markets.

b Potatoes delivered to CCC or to others for the account of CCC.

c Potatoes sold below support prices as provided in the dealer's agreement.

d Potatoes otherwise disposed of in a manner prescribed by CCC, other than is covered by a, b and c.

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(III)

B Preparation of Vouchers

1 Vouchers submitted by contracting dealers shall be prepared as prescribed in the Forms Manual insertion for Form CCC-125 with the following additional requirements for items 29 and 30:

(28) Enter the date of the dealer's agreement in the space provided for "Contract Date".

(29) Enter the symbol and number of the dealer's agreement in the space provided for "Contract Number".

2 Vouchers covering potatoes sold by the dealer at the direction of CCC shall show a deduction for the amount of sales proceeds due to CCC or shall be supported by a receipt signed by a representative of PMI indicating that such amount has been paid to the CCC. When such amount is shown as a deduction on the voucher, the gross amount due the dealer shall be shown as a sub-total in the "Amount Claimed" column and the net proceeds due the CCC shall then appear as a deduction to arrive at the voucher total.

C Supporting Documents

1 For every lot of potatoes on which a claim is made for payment, the voucher shall be supported by two copies of a Federal-State inspection certificate covering the particular lot of potatoes. Such certificate must show the grades or qualities of such potatoes. If the inspector executes the Certificate of Inspector on the voucher, the inspection certificates need not accompany the voucher to the paying office but may be retained in the purchase file.

2 For sales in outlets other than domestic food and seed markets the voucher shall be supported by: (a) The inspection certificates; (b) two copies of each invoice on which the purchaser has executed a receipt for the quantity of potatoes invoiced and a statement that he has paid or will make payment at the price(s) stated; and (c) an agreement that the potatoes will be used only by the purchaser and only for the purpose for which sold, as required in the dealer's agreement. The documentation in (b) and (c) may be on one document constituting a combined invoice, receipt and agreement. Such documents shall identify the potatoes sold by reference to the lot number(s) and inspection certificate number(s).

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(III C)

3 For potatoes delivered to CCC or to others for the account of CCC, the Dealer shall obtain, in addition to the inspection certificates, the original and two signed copies of a consignee's receipt or three copies of the commercial bill of lading for use as follows: (a) the original and one copy of the consignee's receipt or two copies of the commercial bill of lading will be submitted to the purchase representative immediately after delivery or shipment; (b) one signed copy of the consignee's receipt or one acknowledged copy of the commercial bill of lading and the inspection certificates shall be attached to dealer's claim for payment.

4 For potatoes sold below support prices as provided in the dealer's agreement, the voucher shall be supported by the inspection certificates and two copies of each invoice to the purchaser. The invoice must bear the purchaser's acknowledgement of delivery, or other satisfactory evidence of delivery as required by the dealer's agreement must support the voucher.

5 For potatoes disposed of in a manner prescribed by CCC other than covered by paragraphs 2, 3 and 4, the voucher shall be supported by the inspection certificates and the original and one copy of a certificate executed by a designated representative of CCC showing the quantity of potatoes and certifying that such potatoes were disposed of in the manner directed.

IV VOUCHERS FOR CHECKLOADING AND OTHER SERVICES

A Vouchers for checkloading and other services shall be prepared by the inspection agency on Form CCC-125, or SMA-120. The vouchers shall be prepared with a typewriter, indelible pencil, or ink, in such a manner that the original and all copies are clear and legible. The original and three copies (four copies if payment is to be made by check through a Federal Reserve Bank) shall be sent to the purchase representative.

B Information shall be inserted on the voucher in the spaces indicated below under the same requirements as prescribed for vouchers submitted by vendors, except where otherwise indicated:

- 1 Voucher prepared at
- 2 Payee
- 3 Payee's Account Number (Inspection agency may insert an identifying number in this space; otherwise it will be left blank.)
- 5 Payee's address
- 6 Address to which check shall be mailed

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(IV B)

- 8 Program Number
- 12 Description of Transaction (Enter description of each type of service performed)
- 13 Number of Units
- 14 Unit
- 15 Amount Claimed Per Unit
- 16 Amount Claimed
- 17 Total
- 23 Certificate of Vendor
- 28 Contract Date (date of checkloading agreement)
- 29 Contract No. (symbol and number assigned to check-loading agreement)

C The inspection agency shall attach to each copy of the voucher a signed list showing the following for each car check-loaded:

- 1 The date of the checkloading
- 2 Car initials and number (if checkloading is performed on other than car lot basis, the truck license number or other applicable identification will be shown)
- 3 Inspection certificate number
- 4 Units (if payment is claimed on the basis of a unit rate other than carload or truckload, the number of units shall be listed, for example: hours, quantities, net weight, etc.)

D The purchase representative shall determine that the services were actually performed and have not been previously claimed and shall administratively approve the voucher by signing the Certificate of Receipt.

V SUPPLEMENTAL VOUCHERS

A When required - In any case when a vendor claims an additional amount for commodities or services purchased by CCC, due to any error in preparation or certification of the original claim, he shall do so by submitting a supplemental claim on Form CCC-125 or SMA-120. Supplemental vouchers are not required in cases where drafts are issued for amounts less than the amounts claimed and certified on the original voucher.

B Preparation of Supplemental Vouchers

- 1 Supplemental vouchers shall be prepared in the same manner and shall show the same information as the original voucher except:

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(V B 1)

a The gross amount claimed should be shown as a sub-total in the "Amount Claimed" column followed by a deduction for the amount previously paid. This deduction should be identified by the date and serial number of the original voucher, for example: "Less amount paid on Form CCC 125, serial number A-686546, dated May 31, 1947". The total amount of the voucher should be the net additional amount claimed.

b The supplemental voucher need not be supported by any documents unless such documents are in addition to or modify documents attached to the original claim.

2 The Certificate of Vendor and the Certificate of Receipt must be executed on the supplemental voucher. Other certificates need not be executed unless the supplemental claim involves a change in the quantity, quality or grade covered by the certificate on the original claim.

VI TRANSMITTAL OF VOUCHERS TO THE STATE PMA OFFICES

A The original and two copies of vouchers shall be transmitted to the State PMA Office, when payment is to be made by issuance of CCC sight drafts.

B Vouchers shall be transmitted to the State PMA Office by the purchase representative daily. The transmittal shall list each voucher indicating the voucher serial number and the payee. When vouchers are transmitted through the county office for preparation of set-off statements, transmittals shall be made by the purchase representative daily to the county office and by the county office daily to the State PMA Office.

C Separate transmittals may be prepared by county if desired by the State Offices.

* * *



UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
103 South Ninth Street
Yates Building -- Boise, Idaho
(Telephone - 688)

P. A. No. 1

April 1, 1948

PURCHASE ANNOUNCEMENT
Program - PC-3b-82

The Commodity Credit Corporation of the Production and Marketing Administration, United States Department of Agriculture, 103 South Ninth St., Yates Building, Boise, Idaho, announces that it will consider the purchase of Irish (white) potatoes in the principal producing areas in Idaho, subject to the following terms and conditions.

GRADE REQUIREMENTS: Potatoes must be U.S. No. 2 or better; 2 inch minimum size. Venders shall furnish the PMA, at their expense, official inspection certificates issued by the Federal-State Inspection Service.

PRICES: The following prices f.o.b. point of delivery will be paid by the PMA for potatoes which may be accepted and delivered to the PMA.

U. S. No. 1, - \$0.70 per cwt. - Commodity Code 3840200
U. S. No. 2, 1 7/8" minimum - \$0.50 per cwt. - Commodity Code 3840200

PACKAGE: All potatoes delivered to the PMA must be packaged in new sacks, each containing one-hundred pounds net weight of potatoes.

PERIOD OF PURCHASE: Purchase will begin on the date of this announcement and continue to and including September 10, 1948.

OTHER TERMS AND CONDITIONS: Purchase will be made only from growers, cooperative associations of growers, or their authorized agents, or dealers. Vendors are cautioned that in making sales to the Government and in submitting claims for payment for potatoes delivered to the PMA, they must disclose any liens that may be outstanding against the commodity. Failure to disclose lienholders, or misrepresentation of the actual ownership of the commodity may be prosecuted under provisions of the U. S. Criminal Code.

LOCATION OF PURCHASE OFFICES:

116 Kasiska Building, Pocatello, Idaho, PMA Purchase Representative,
John Does, Telephone 688.
111 North Street, Rupert, Idaho, PMA Purchase Representative,
John Smith, Telephone 42.

/s/ Richard Roe -
Contracting Officer

TITLE: PURCHASE ANNOUNCEMENT

SIZE: 8" X 10 $\frac{1}{2}$ "

NUMBERING:

The Announcement shall bear the program authorization symbol and number (Example: PC-3b-59) and shall be numbered in numerical sequence as issued by each issuing office.

PREPARATION:

1. Inasmuch as items appearing in the Purchase Announcement are developed with the County Committee and with the advice of the Commodity Advisory Committee, it may be advantageous to compose and mimeograph Purchase Announcements in the purchase office. However, if circumstances make such action inadvisable, Purchase Announcements may be composed and mimeographed in the State office and mailed to the purchase office for use. The announcement must bear the signature of the contracting officer.

2. All items on the Announcement appearing above the signature are subject to audit. The State Chairman is responsible for determining that only items that should be audited appear in this portion of the Announcement. Remaining information or requirements should be placed in that part headed "Instructions for Vendors" on the reverse of the Announcement.

3. If the Announcement covers an area divided by the State chairman between two or more purchase representatives, each with a separate Buying Direction, the contracting officer shall include in the announcement the name, office address, Buying Direction number, and area of jurisdiction of each purchase representative concerned.

4. Proper preparation and handling of the Purchase Announcement will help to prevent misunderstanding on the part of the prospective vendors regarding terms and conditions of PMA purchases.

CONTENTS:

1. A clear and definite outline of the basis on which the commodity will be purchased.

2. Price, grade, type of package, inspection, weight certificate requirements, and other terms and conditions, expressed in sufficient detail to give prospective vendors, checkloaders, and inspectors complete information as to how purchases are to be made.

3. Reference to protective services to be furnished, as well as indication of who will pay charges incident thereto. This is extremely important, as checkloaders and inspectors rely on the Purchase Announcement as the source of information to be used in the preparation and execution of necessary substantiating documents.

DISTRIBUTION: Distribution shall be by the issuing office.

1. Within PMA
 - a. Ten copies to State office
 - b. Three signed copies to CCC field office
 - c. One copy to FV Field office concerned
 - d. Seven copies to FV Branch, Washington
2. Outside PMA
 - a. All prospective vendors within area affected
 - b. Checkloaders
 - c. Federal-State inspection Service
 - d. Representatives of State Department of Agriculture
 - e. Local office of appropriate Market News Service
 - f. Members of county committees affected
 - g. Members of Commodity Advisory Committees affected
 - h. State Extension Service
 - i. County Agricultural agents affected
 - j. Newspapers within or serving area affected
 - k. Other interested parties

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A: 01, 05, 15, 16, 18, 25, 28, 30, 31.

3-29-48

INSTRUCTIONS TO VENDORS

LOADING: Vendors shall load in refrigerator cars in accordance with good commercial practice. Minimum carload shall be 360 - 100# sacks. Vendors may deliver to the PMA at the nearest railroad loading point. The PMA will not be responsible in any way if prospective vendor proceeds to load prior to receipt of appropriate instructions from the office of the Purchase Representative. Vendors must notify the Federal-State Inspector when ready to load in order that the quantity loaded may be accurately determined. Vendors must notify the Purchase Representative immediately if, for any reason, an authorized loading is delayed or not completed.

INSPECTION: Inspection must have been performed within forty-eight (48) hours prior to time potatoes are tendered for delivery to the Administration.

PAYMENT: Payment to vendors for purchases by the PMA will be speeded up considerably if vendors who sell the commodity can be present at the scene of loading in order that they can present invoices at that time. If they cannot be present at the scene of loading, it will be necessary for the Purchase Representative to receive invoices by mail, which will delay payment.

DETENTION OR DEMURRAGE CHARGES: Vendors shall be responsible for and shall make payment to local agents of the originating carrier at shipping point for all detention, demurrage, or protective service charges which may have accrued prior to the acceptance of the potatoes by the PMA. The time of acceptance of the potatoes by the PMA will be considered to be the hour and date loading is completed by vendor, except that (particularly where car had previously been loaded for commercial movement) such acceptance shall not be prior to tender of delivery to the PMA, or, in any event, prior to completion of inspection by the Federal-State Inspection Service. Copies of carrier's receipted bill will be required as evidence of payment of such charges.

COMMODITY ADVISORY COMMITTEE: The following Commodity Advisory Committee (in addition to the County Agricultural Conservation Committee) has been selected to advise and assist the PMA in this purchase program.

NAMES	ADDRESSES
Charles J. Jones	Idaho Falls, Idaho
L. H. Smith	Twin Falls, Idaho
Ralph A. Doe	Lampa, Idaho
Luke V. Black	Buhl, Idaho
Preston Brown	Burley, Idaho

Interested parties, wishing to sell potatoes to the PMA or desiring further details relating to the program, should communicate with a member of the Commodity Advisory Committee, a member of the County Agricultural Conservation Committee, or with the Purchase Representative of the PMA.

* * *

JOHN H. JONES & COMPANY
823 S. Wabash Street
Chicago, Illinois

September 29, 1948

Lee M. Gentry
PMA State Chairman
Decatur, Illinois

Dear Mr. Gentry:

I hereby certify that 1,000 bushel of U. S. #1, Irish Potatoes were sold and delivered to the Production and Marketing Administration at Chicago, Illinois on September 28, 1948, and that the potatoes were as represented by Inspection Certificates A-148972. These potatoes were grown in Dane County, Wisconsin.

Very truly yours,

John H. Jones & Company

TITLE: CERTIFICATE OF ORIGIN

SIZE: 8" X 10½"

PREPARATION: The certificate of origin from the vendor shall be in the form of a letter in an original and four copies addressed to the State director and signed by the vendor. The vendor shall certify therein that (a) the purchased quantity of a given unit of a given commodity was sold and delivered to PMA at the given point of purchase on a given date, and (b) the commodity was as represented by the given grade certificate and was grown within the given area of purchase.

DISTRIBUTION: 1. Original, signed, and one copy to the paying office with the vendor's claim for payment.
2. One copy to State office for its files.
3. One copy filed in Field Record Envelope.
4. One copy to vendor.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A: 01, 05, 15, 16, 18, 25, 28, 30, 31.
3-29-48

SET-OFF STATEMENT
(and Record of Payment)

State and County Code

To: _____, State Chairman

It is requested that the amount due _____ (debtor) for
 (commodity) _____ delivered to the CCC and covered by the vendor's
 claim for payment on voucher bearing Serial No. _____ be distributed as
 indicated below:

	Amount of Set-off	Draft Number*
1. To be paid to CCC		
Loan No. _____	\$ _____	_____
	_____	_____
	_____	_____
2. To be paid to other Government agencies		
	_____	_____
	_____	_____
3. Total amount of set-offs to be paid to creditor agencies (including the CCC)	\$ _____	XXXX
4. To be paid to vendor	_____	_____
5. To be paid to vendor and joint payee	_____	_____
6. Total (This total must agree with the total of the voucher)	\$ _____	XXXX

I hereby certify that the debt(s) listed above is/are a matter of record in
 the county office.

Date _____ For the County Committee

*Note: The State PMA Office shall enter the serial numbers of drafts issued,
 in the spaces provided beside the applicable amounts.

TITLE: SET-OFF STATEMENT

ACTUAL SIZE: 8" x 10 1/2"

PREPARATION: By the county Agricultural Conservation Association in an original and 3 copies.

DISTRIBUTION: By the county association

1. The signed original and two copies to the State PMA office with the vendor's
voucher.
2. One copy retained in county association files.

PROCEDURE COVERING USE: 124.2

FORM CCC-125

Form CCC-125
Form Approved by
Comptroller General, U. S.
April 3, 1945

WAR FOOD ADMINISTRATION
COMMODITY CREDIT CORPORATION
PUBLIC VOUCHER—PURCHASE PROGRAMS
(Agricultural commodities and related services)

Voucher prepared at **(1)** Lansing, Michigan, Date **(1)** 8-6, 1948

UNITED STATES, D. To **(2)** John Doe

(PAYEE)

(3) 1
(PAYEE'S ACCOUNT NO.)

Lienholder as joint payee **(4)** Citizens' Bank of Lansing (35-7)

(LIENHOLDER)

Payee's address **(5)** Route 2 Lansing Michigan

(STREET)

(CITY)

(STATE)

Address to which check **(6)** Same

D. O. VOUCHER NO.
BU. VOUCHER NO.
PAID BY
SERIAL NO. A-652531

(DELIVERY OR SERVICE)
(7) 8-3, 1948
DATE
DESCRIPTION OF TRANSACTION
(STATE, QUALITY AND GRADE OF COMMODITY)

QUANTITY
(NO. OF UNITS)
UNIT
AMOUNT CLAIMED
PER UNIT
DOLLARS
CENTS

Program No. & Title **(8)** PC-3b-35-1

(13) **(14)** **(15)** **(16)**

(28) 19
(CONTRACT DATE)

(12)
Irish Potatoes
US No. 1
300
cwt
2.30
590 00

(29)
(CONTRACT NO.)

US No. 2 and 1B
200
cwt
1.61
322 00

(9) 55-1
(DELIVERY ORDER NO.)

(10) FKUY-1628-c-1
(SHIPPING ORDER NO.)

(ORDER FOR SERVICE NO.)

(11) PC-3b-35-2
(PURCHASE ORDER NO.)

Shipping point **(18)** Lansing, Michigan

Destination **(19)** Chicago, Illinois

Weight of **(20)** 50,375 lbs.

(17)

Trk. Lic. No. or Car No. **(21)** PRR57125 Govt. P. I. No.

TOTAL 1012 0

CERTIFICATE OF VENDOR
I certify that the above bill is correct and that the commodity for the item listed herein has been delivered to or performed for the Commodity Credit Corporation; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; that State or local sales taxes are not included in the amounts billed; and that I have the sole ownership or interest in the listed commodity or services, that they are free from any or all liens and encumbrances except for equities owned by the lienholder(s) named above.

Date **(22)** 8-10, 1948 Vendor **(22)** John Doe /s/

By Title Grower

(For Audit use only)
Differences.....
Account verified:
correct for.....

(SIGNATURE OR INITIALS)

Place of checkloading
(A) Lansing, Michigan
(CITY)

(B) CERTIFICATE OF PROCESSOR
I certify that we receive from the Commodity Credit Corporation the commodity listed in the quantity and grade stated, which will be handled by us in accordance with the terms and conditions of

CERTIFICATE OF INSPECTOR
I certify that I supervised and checked the delivery and inspected the commodity listed above and found the quantity delivered correct and the quality to be of the grade stated.

Contract No. **(25)**
Date **(23)** 8-6, 1948

Date **(24)** 8-12, 1948

Date **(25)** 8-6, 1948

Federal-State Inspector

Processor

CERTIFICATE OF RECEIPT
(D) I certify that the commodity described, after having passed proper inspection, was received and accepted in good condition in the quantities stated, and on behalf of the Commodity Credit Corporation, or if services, that such services were performed as stated.

Title

Date **(26)** 8-12, 1948

Pursuant to authority vested in me, I certify that the above bill is correct and just and is approved for payment in the amount of \$

Date **(27)** 8-12, 1948

Date **(28)** 8-12, 1948

RECEIVING AGENT

Signature

COST ACCOUNT

Title

AMOUNT

AMOUNT CERTIFIED

ENCUMBRANCE LIQUIDATED

UNITS

AMOUNT

\$

Amount \$

\$

Check No.

\$

Date **(29)** 8-12, 1948

19

D Paid by check drawn on Treasurer of the United States in favor of payee named above

Amount \$
Check No.
Date

FORM NUMBER: CCC-125

TITLE: PUBLIC VOUCHER - PURCHASE PROGRAMS

ACTUAL SIZE: 8 1/2" x 11"

PRINTED: 6 part snap-out - 1 side

PREPARATION: By the vendor, in an original and four copies (five copies if payment is to be made by check through a Federal Reserve Bank). Entries will be made on the voucher in accordance with the following numerical instructions which are illustrated on the form.

(1) VOUCHER PREPARED AT - Insert place and date.

(2) PAYEE - Insert vendor's name.

(1) The name of the vendor shall be shown in accordance with ACP-16, Revised May 4, 1945.

(3) PAYEE'S ACCOUNT NUMBER - Insert purchase number assigned on Form PMA-248.

(4) LIENHOLDER AS JOINT PAYEE - Insert name of lienholder; if no lienholder, insert "none". If the lien is based on a loan made under the CCC loan program, enter the CCC loan number in parentheses after the name of the lienholder. In the case of vouchers for Irish potatoes which are not collateral security on a loan under the CCC loan program, but the proceeds of which are required to be applied in repayment of a loan under the terms of the mortgage supplement, the holder of the note and the CCC loan number shall be indicated in the space provided for "Lienholder as joint payee". In addition, the following statement should be shown under "Description of Transaction":

"Proceeds to be applied on loan under terms of mortgage supplement".

(5) PAYEE'S ADDRESS - Insert complete and correct address at which the payee regularly receives mail.

(6) ADDRESS TO WHICH CHECK SHALL BE MAILED - Insert the complete and correct address to which the check or draft issued to the vendor (or to the vendor and a joint payee) should be sent. If this is the same as "Payee's Address", insert "Same as above".

(7) DELIVERY OR SERVICE - Insert date on which the commodity was delivered to the PMA.

(8) PROGRAM NUMBER AND TITLE - Insert the complete buying direction number. (Example: PC-3b-35-1) (This symbol and number shall be inserted by the purchase representative if not shown by the vendor)

(9) DELIVERY ORDER NUMBER - Insert D/O No. when applicable. (Example - "55-1")

(10) SHIPPING ORDER NUMBER - Insert S & S Branch order number, when applicable. (Example "FKUY-1628-c-1")

(11) PURCHASE ORDER NUMBER - Insert the purchase announcement number. (Example: PC-3b-35-2)

(12) DESCRIPTION OF TRANSACTION - Insert the description of the commodity including grades, sizes and other conditions of purchase. Grades and sizes for which different prices are applicable should be listed separately. Also insert the description of any additional items for which payment is claimed.

(13) QUANTITY - Insert number of units actually delivered for each grade or size indicated separately under "Description of Transaction".

(14) UNIT - Insert correct name of unit for each quantity. (Examples - "Bushel", "Bushel Basket", "100# sack", "Bulk Cwt.")

(15) AMOUNT CLAIMED PER UNIT - Insert price per unit in dollars and cents for each quantity.

(16) AMOUNT CLAIMED - Insert amount claimed in dollars and cents for each quantity. This will be determined by multiplying the number of units by the amount per unit. Also insert the amounts of any additional items claimed.

(17) TOTAL - Insert the total of the items listed in the "Amount Claimed" column.

(18) SHIPPING POINT - Insert name of place where the commodity is delivered to the PMA. If the commodity is shipped on a bill of lading, this name shall agree with the point of origin shown on such bill of lading.

(19) DESTINATION - Insert names of destination shown on the bill of lading. If the commodity is delivered in the local area of purchase to a sales outlet or to a Section 32 program outlet, insert "Local Delivery".

(20) WEIGHT OF SHIPMENT - Insert gross weight of shipment which shall agree with the billing weight shown on the bill of lading. In case of a local delivery, insert the gross weight shown on the consignee's receipt.

(21) TRUCK LICENSE NO. OR CAR NO. - Insert state initials and license number, if shipped by truck, or car initials and number, if shipped by rail.

(22) CERTIFICATE OF VENDOR - The vendor or his authorized representative shall enter the date and sign this certificate. The signature shall be in accordance with ACP-16, Revised May 4, 1945. The clause of vendor designation shall be indicated after the signature. (Examples - "Grower", "Growers", "Contracting Dealer")

(23) CERTIFICATE OF CCC CHECKLOADER - When a PMA representative other than the inspector or purchase representative has checkloaded the delivery he should sign on line (C) or furnish the purchase representative with other acceptable evidence of quantity checkloaded. When a signature appears on line (C), the place of checkloading should be shown on line (A).

(24) CERTIFICATE OF INSPECTOR - This certificate shall be executed by an inspector whenever checkloading and inspection services are performed by the inspection agency. The place of checkloading should also be indicated on line (A). If the inspector has not performed checkloading services, he may alter the certificate to apply only to inspection services by deleting "supervised and checked the delivery and" from the first line and "the quantity delivered correct and" from the second line. If the inspector does not sign the Certificate of Inspector, the voucher must be supported by the Inspection Certificate.

(25) CERTIFICATE OF PROCESSOR - This certificate is applicable only when the purchased commodity has been delivered to a processor with whom the PMA has a contract for handling the delivered commodity. If this certificate is executed, it may be accepted by the purchase representative as evidence of quantity in lieu of a weight certificate.

(26) CERTIFICATE COVERING DISPOSAL OF COMMODITIES FOR WHICH NO OUTLET IS AVAILABLE - When commodities are disposed of at the time of purchase in a manner which will assure their not entering commercial channels or being used for feed or for human consumption, a certificate of disposition must be entered on the public voucher under "Description of Transaction" and signed by the purchase representative. The certificate shall be in the following form:

"I certify that the commodity listed above has been disposed of in accordance with the provisions of (AUTHORITY FOR DISPOSAL)"

(Signature of purchase representative)

(27) CERTIFICATE OF RECEIPT - This certificate without alteration shall be executed by the authorized PMA purchase representative who has full knowledge of the transaction.

DISTRIBUTION: 1. Original and three copies (four copies if payment is to be made by check through a Federal Reserve Bank) to the purchase representative.
2. One copy to be retained by the vendor.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A: 01, 05, 15, 16, 18, 25, 28, 30, 31,

3-29-48

FORM FDA-596

Form FDA-596
(Superseding SMA-237)

WAR FOOD ADMINISTRATION
Food Distribution Administration

PUBLIC WEIGHMASTER'S CERTIFICATE

This is to certify that the following described commodity was weighed by a public weighmaster, and the seal attached imports accuracy in weighing, as prescribed by law:

Irish Potatoes 360 Sacks Gross 46,450
(Commodity) (Quantity)

Idaho-7-410 none Truck Tare 9,450
(Carrier) (Marks)
(Truck License or R.R. Car No.)

Weight For Account of Samuel S. Brown Container Tare 1,000

Driver () Off or () On Net 36,000.

NOTE: If seal is not available, a certificate must be furnished by an appropriate state or local public official, or by the FDA field purchase representative, attesting to the public authority of the above named weighmaster and to the accuracy of said weighmaster's scales.

Jones Elevator Company
(Public Weighmaster)

*SEAL

By (signature and title of authorized representative)

FORM NUMBER: FDA-596

TITLE: PUBLIC WEIGHMASTER'S CERTIFICATE

ACTUAL SIZE: 8" X 6 $\frac{1}{4}$ "

PRINTED: 1 sheet, 1 side.

PREPARATION: Vendor obtains certificate from Public Weighmaster, if available; otherwise, from operator of commercial or private scales. Original, with copies as required by vendor.

DISTRIBUTION: Vendor forwards original only to PMA representative for filing in Field Record Envelope.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A: 01, 05, 15, 16, 18, 25, 28, 30, 31,
3-29-48

Form FP-54 (4-54) Formerly PDA-2		U. S. DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION	
DELIVERY ORDER			
TO: PRODUCTION AND MARKETING ADMINISTRATION		COMMODITY	
STATE:		QUANTITY	
DELIVERY AT DESTINATION (DATES)		AGENCY ORDER NO.	
BETWEEN _____ AND _____ NAME OF AGENCY			
<p>The undersigned, being duly authorized to receive and accept commodities for and on behalf of the above named agency, does hereby agree: To accept the above described commodity upon delivery at the destination shown below and to distribute the entire quantity in accordance with instructions prescribed by the Production and Marketing Administration. The signing of the "Consignee's Receipt and Report of Condition on Arrival" by the herein authorized agent shall constitute acceptance of the commodity for and on behalf of the above named agency.</p>			
AGENCY REPRESENTATIVE & SIGNATURE:		DATE:	APPROVED FOR PMAI
SHIPPING INSTRUCTIONS			
SHIP TO _____ (NAME OF CONSIGNEE: AGENCY, INSTITUTION, ETC.)			
CARE OF _____ (NAME AND TITLE OF PERSON — AUTHORIZED AGENT AT DESTINATION)			
DESTINATION _____ (POINT AT WHICH SHIPMENT IS TO BE UNLOADED: STREET AND NO., CITY, STATE)			
SPECIAL INSTRUCTIONS WHERE REQUIRED: DELIVERING R.R., TEAM TRACK, SIDIING, ETC.			
ADDRESS OF CONSIGNEE (FURNISH ONLY WHERE IT DIFFERS FROM "DESTINATION")			
THIS SPACE FOR PMA ONLY			
PROGRAM NO.	CONTRACT NO.	SHIPPING TICKET NO.	BILL OF LADING NO.
COMMODITY		NO. AND SIZE UNITS SHIPPED	
SHIPPING POINT		R.R. AT ORIGIN	
CARRIER SERVICE REQUIRED		DATE SHIPPED	
CONSIGNEE'S RECEIPT AND REPORT OF CONDITION ON ARRIVAL			
DATE AND TIME CAR PLACED AT DESTINATION	DATE AND TIME UNLOADING STARTED	DATE AND TIME UNLOADING COMPLETED	
CAR INITIALS AND NO.	NO. AND SIZE UNITS RECEIVED	NET WEIGHT RECEIVED IN GOOD CONDITION	
CAR DOOR SEAL NO.:	DIFFERENCE IN UNITS (SEE NOTE)	DIFFERENCE IN NET WEIGHT (SEE NOTE)	
DATE:		SIGNATURE OF AUTHORIZED AGENT AT DESTINATION	
<p>NOTE: Where the number of Units or the Net Weight Received (in good condition), differs from that shipped as entered under "This Space for PMA Only", the reverse side of this sheet must be completed.</p>			
* U. S. GOVERNMENT PRINTING OFFICE: 1847-741468			

FORM NUMBER: FP-54
TITLE: DELIVERY ORDERSIZE: 8" X 10¹/₂"
PRINTED: Both sides (8 part snap-out)

PREPARATION: Prepared in an original and five copies by distributing agencies in accordance with Food Distribution Programs Branch Instruction 845.2.

DISTRIBUTION: To Purchase Representative: four copies.

Action of Purchase Representative:

1. Uses form to maintain cumulative record of obligations under the Buying Direction.

2. Forwards all four copies to Shipping Representative.

Action of Shipping Representative:

1. Completes the section entitled "This space for PMA only" on all four copies.

2. Distributes copies as follows:

- a. Blue copy to CCC Field office of origin.
- b. Yellow, white and pink copies to the FDP Branch Area office from which received by the purchase representative.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A: 01, 05, 15, 16, 18, 25, 28, 30, 31.

3-29-48

ANSWER THE FOLLOWING IN ALL CASES WHERE THE NUMBER OF UNITS OR THE NET WEIGHT RECEIVED (IN GOOD CONDITION) DIFFERS FROM THAT SHIPPED

1. Amount of Difference _____
2. Explain Difference (Short, Damage, Spoilage, Etc.) _____
3. Date and Time R.R. Agent Notified of Difference _____ How Notified _____
4. Date Difference Noted on Original of Bill of Lading _____
5. How was Difference Determined (Count, Weight, Estimate)? _____

ANSWER THE FOLLOWING ONLY IF THE DIFFERENCE WAS DUE TO A SHORTAGE IN THE SHIPMENT

6. Were Car Door Seals Intact on Arrival at Destination? _____
7. If Unloading not Completed same day started, How was car protected overnight? _____
- B. Was car found intact on Resumption of Unloading? _____

ANSWER THE FOLLOWING ONLY IF THE DIFFERENCE WAS DUE TO DAMAGE IN THE SHIPMENT

9. Were Contents Apparently Adequately Braced? _____
10. What Disposition was made of damaged contents? _____

ANSWER THE FOLLOWING ONLY IF THE DIFFERENCE WAS DUE TO SPOILAGE/SHRINKAGE IN THE SHIPMENT

11. Give Estimated Temperature Inside Car on Arrival. _____
12. Were Vents on ends of car open or closed? _____
13. If Refrigerator Car give estimated quantity of ice in each Bunker on arrival. _____
14. Describe Spoilage (Rot, Slime, Wilt, Etc.) _____
15. What Disposition was made of spoiled contents? _____

IMPORTANT: ATTACH COPY OF R.R. AGENT'S INSPECTION REPORT (If not Obtained, explain why not)

Other Remarks Relative to Condition of Shipment on Arrival _____

CERTIFICATION

I certify that to the best of my knowledge and belief the above statements are true and correct.

(INITIALS)

(SIGNATURE OF AUTHORIZED AGENT AT DESTINATION)

ORIGINAL

Form FV-47 (Federal)
(7-23-46)
Formerly OMS-47UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
A
INSPECTION CERTIFICATE

This certificate is issued in compliance with the regulations of the Secretary of Agriculture governing the inspection of various products pursuant to the act making appropriations for the United States Department of Agriculture and is admissible as prima facie evidence in all courts of the United States. This certificate does not excuse failure to comply with any of the regulatory laws enforced by the United States Department of Agriculture or the Federal Food and Drug Administration.

Inspection point..... Kind of car..... Car initials and number.....

Inspection begun..... (Hour, date) Completed..... (Hour, date)

Applicant..... Address.....

Shipper..... Address.....
I, the undersigned, on the date above specified made personal inspection of samples of the lot of products herein described, and do hereby certify that the quality and/or condition, at the said time and on said date, pertaining to such products, as shown by said samples, were as stated below

Condition of car:

Products:

Loading:

Pack:

Size:

Quality and condition:

Grade:

Fee.....
Expenses.....
Total.....

Inspector.....

FORM NUMBER: FV-47 (Federal)
TITLE: INSPECTION CERTIFICATE

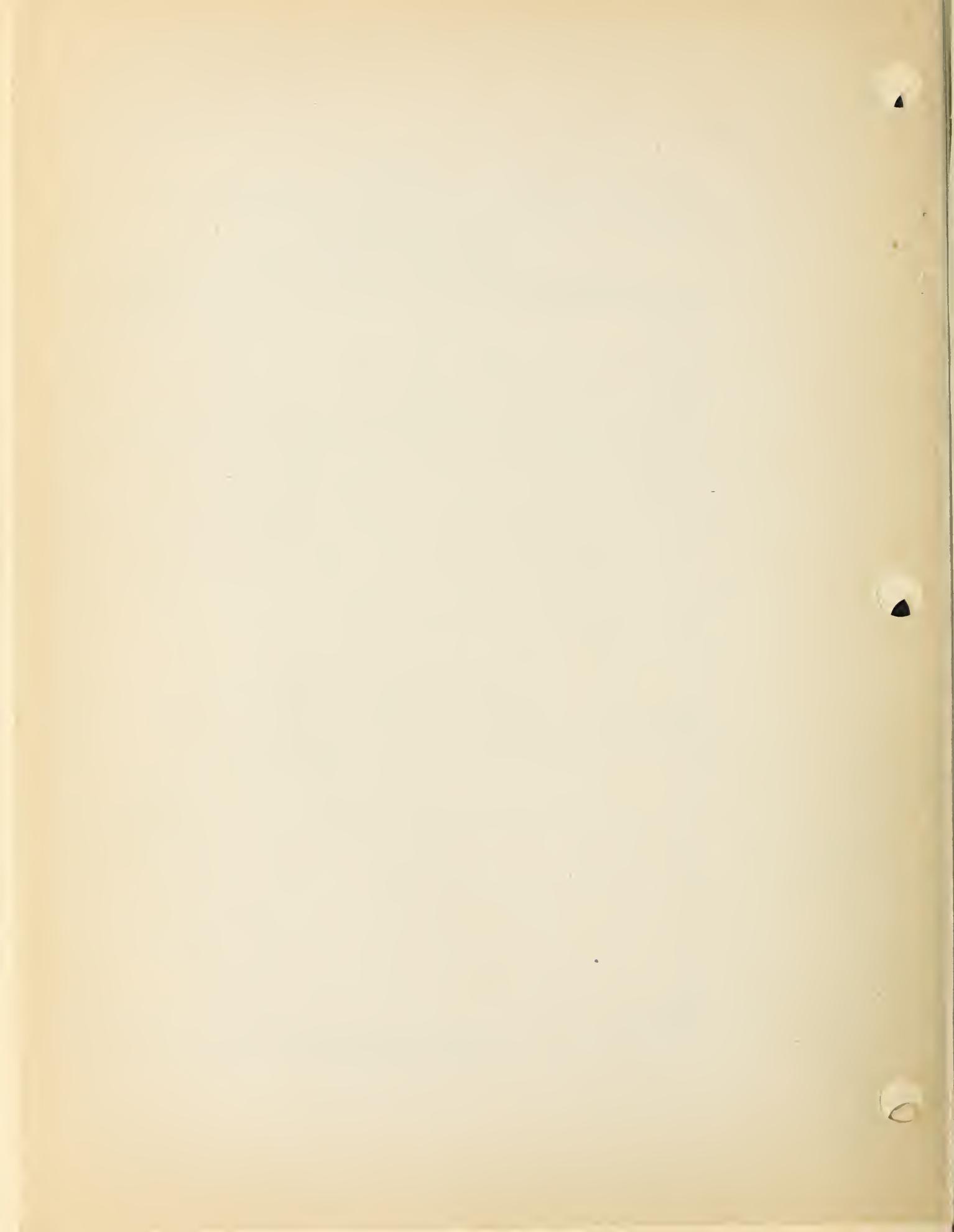
SIZE: 8" X 10 $\frac{1}{2}$ "
PRINTED: One side, Original
and 6 copies (Snap-out).

PREPARATION AND Prepared and distributed by PMA Federal or Federal-State (cooperative)
DISTRIBUTION: inspectors in accordance with instructions issued by the Fruit and
Vegetable Branch.

ACTION OF PURCHASE REPRESENTATIVE: 1. The original and two copies of the official inspection certificates shall be furnished the purchase representative. The original and one copy shall be signed by the inspector and the unsigned copy shall show the name of the inspector.
2. The certificate shall show the name of the applicant, the car number or truck license number, or other information sufficient to identify positively the particular lot inspected. If a number of vendors participate in the carload the certificate shall include the name and address of each vendor and the quantity tendered by each.
3. Generally, all commodities will be purchased on the basis of established U. S. Standard Grades. In some instances, when authorized in the Buying Direction, combination or special grades may be used. When established grades are used, no difficulty is likely to arise in expressing the grade on the inspection certificate. In cases where a combination or special grade is authorized, inspectors should be advised of PMA grade requirements and should be requested to express the actual grade of the commodity in such a way that there will be no doubt that the commodity meets PMA specifications.
4. Upon receipt of the certificate, the purchase representative shall insert the Delivery Order number, the vendor Notice to Deliver number or the warehouse Notice to Deliver number, whichever is applicable, and the purchase number in the upper righthand corner.
5. Any change affecting the value of the certificate must be initialed by the issuing inspector or by a person in authority qualified to sign for the inspection service.
6. The certificate and copies shall be retained in the Field Record Envelope if the inspector executes the certification of grade and quality on the voucher. If he does not, the original and one copy of the inspection certificate must accompany the voucher to the paying office.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A: 01, 05, 15, 16, 18, 25, 28, 30, 31.
3-29-48



Form PMA-74

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

1-17-46

FIELD RECORD ENVELOPE

Order No. State No.

Purchase data:

Commodity

Purchase Order No.

State of purchase

Name of vendor

Address of vendor

Quantity..... Price

Inspection certificate No. Grade

Shipping data:

Car No. and initials

B/L No. Route

Trucking company

Address..... Truck license No.

Shipping point, Date

Consignee.....

Destination

Voucher status:

Mailed to Date

Mailed to Date

Mailed to Date

Returned Date

Mailed to Date

Washington copies mailed

PMA Representative.....

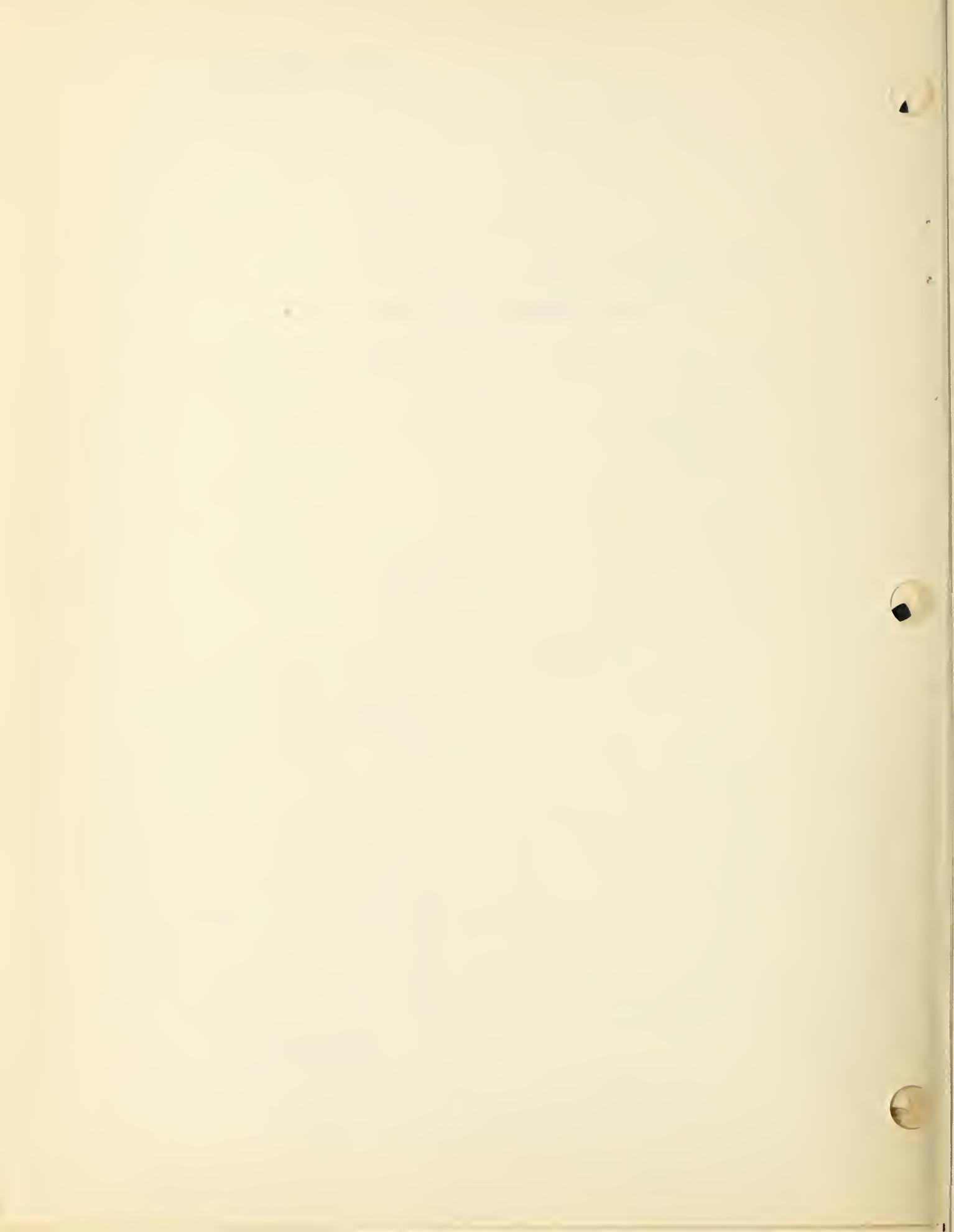
FORM NUMBER: PMA-74

ACTUAL SIZE: (Face of

TITLE: FIELD RECORD ENVELOPE

Envelope) 6½" X 9½".

PREPARATION: In local purchase office, original only.**DISTRIBUTION:** To county or State committee, as required, at close of program.**PROCEDURE COVERING USE:** 124.2**DISTRIBUTION:** A: 01, 05, 15, 16, 18, 25, 28, 30, 31,
3-29-48



Form PMA-171 (5-1-47)	DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION	AUTHORIZATION NUMBER																
PROGRAM AUTHORIZATION		DATE																
TO:	AUTHORIZATION FROM CHIEF DIRECTOR																	
<p>You are hereby authorized to carry out the activities specified below in accordance with the terms and conditions outlined and to redelegate such authority except as restricted below.</p> <table border="1"> <thead> <tr> <th>COMMODITY</th> <th>NATURE OF ACTION</th> <th>MAXIMUM QUANTITY</th> <th>MAXIMUM EXPENDITURE</th> </tr> </thead> <tbody> <tr> <td colspan="2">PRICE AND SPECIFICATIONS</td> <td colspan="2">TIME PERIOD</td> </tr> <tr> <td colspan="2"></td> <td>FROM</td> <td>TO</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">(Leave blank)</td> </tr> </tbody> </table>			COMMODITY	NATURE OF ACTION	MAXIMUM QUANTITY	MAXIMUM EXPENDITURE	PRICE AND SPECIFICATIONS		TIME PERIOD				FROM	TO			(Leave blank)	
COMMODITY	NATURE OF ACTION	MAXIMUM QUANTITY	MAXIMUM EXPENDITURE															
PRICE AND SPECIFICATIONS		TIME PERIOD																
		FROM	TO															
		(Leave blank)																
OTHER TERMS AND CONDITIONS																		
THIS SPACE NOT TO BE USED																		
ISSUED BY	DIRECT DELEGATION TO STATE APPROVED:																	
(Branch Director)	(Assistant Administrator for Production)																	
BUYING DIRECTION																		
ISSUED TO	DATE																	
<p>You are hereby authorized to carry out the activities specified above in accordance with the terms and conditions stated herein except as modified below.</p> <table border="1"> <thead> <tr> <th>AREA OF PURCHASE</th> <th>BUYING DIRECTION NO.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td colspan="2">MAXIMUM EXPENDITURE</td> </tr> </tbody> </table>			AREA OF PURCHASE	BUYING DIRECTION NO.							MAXIMUM EXPENDITURE							
AREA OF PURCHASE	BUYING DIRECTION NO.																	
MAXIMUM EXPENDITURE																		
<p>FOR OTHER MODIFICATIONS, IF ANY, USE OTHER SIDE</p>																		
<p>SIGNED: _____</p>																		
<p>STATE DIRECTOR</p>																		

FORM NUMBER: PMA-171
TITLE: PROGRAM AUTHORIZATION

SIZE: Reproduce on 8" X 12 $\frac{1}{2}$ " paper,
one side.

PROGRAM AUTHORIZATION

NUMBERING: Example: PC-3b-59. The "P", since it is followed by "C", signifies that the crop year is 1948 and that the program involves CCC funds; the first dash signifies that the docket covers purchase; the "3" signifies that the program concerns potatoes; and the small "a" signifies that the program is the first in crop year 1947 on potatoes. The "59" signifies that the authorization is being issued to the Florida State Chairman.

PREPARATION: FV Branch shall prepare the authorizations in the number of copies prescribed below and shall include:

1. Authorization symbol and number
2. Date of authorization
3. Commodity, including commodity code(s)
4. Maximum quantity to be purchased, by production areas
5. Maximum funds to be expended
6. Maximum price to be paid in the various containers
7. Containers to be used and net content thereof
8. Minimum grade
9. Specific area of purchase
10. Period of purchase
11. Special provisions for Purchase Announcements
12. Methods(s) of purchase to be used
13. General disposition of purchased commodities. On CCC program authorizations specific limitations shall be stated for the maximum funds to be expended for commodities to be delivered under each Section 32 program docket.
14. Other relevant information; such as, special reports to be submitted by purchase or shipping representatives, limitations as to redelegation of authority by State Chairmen and so forth.
15. Details of methods of purchase and types of vendors.

DISTRIBUTION: 1. A manually signed copy to the Docket Unit, Administrative Services Division, Budget and Management (BM) Branch, for inclusion in the program docket case file
2. Copies as required by PMA State Office
3. One copy to FDP Branch
4. One copy to SS Branch
5. Two copies to Fiscal (FI) Branch
6. Two copies to the CCC Field Office
7. One copy to Budget Division, BM Branch
8. Copies as required by FV Branch

BUYING DIRECTION

NUMBERING: A number shall be assigned to the Buying Direction which shall include the following:

1. The Symbol and Number from Form PMA-171 - Example: PC-3b-59.
2. A Serial Number for the Buying Direction - Example: PC-3b-59-1. The final "1" shows that this is the first issued under the PC-3b-59 program authorization.

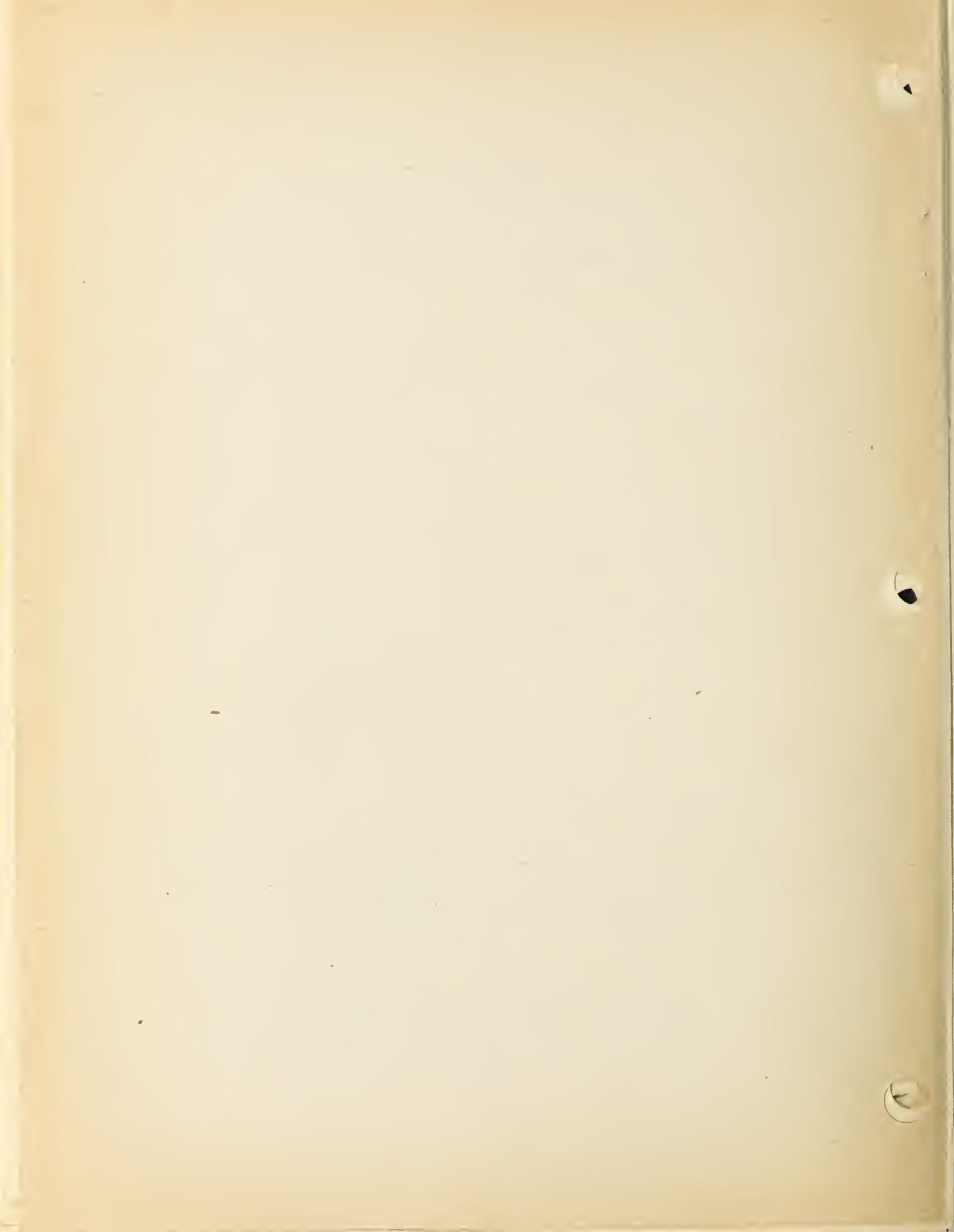
PREPARATION: The State office shall prepare seven copies of each Buying Direction issued. All spaces provided on the form should be filled in.

DISTRIBUTION: 1. Two signed copies to the purchase representative concerned, one copy to be placed in his permanent files and one copy to be used as a working paper.
2. Two copies to FV Branch, Washington.
3. Two copies to CCC Field office.
4. One copy retained in State office.

PROCEDURE COVERING USE: 124.2

NOTE: Available only as a Forms Manual Insertion and as master multilith plates which may be obtained by issuing branches from Administrative Services (AS) Division, Budget and Management Branch. Issuing branches will insert authorization provisions and forward to AS Division for reproduction.

DISTRIBUTION: A: 01, 05, 15, 16, 18, 25, 28, 30, 31,
3-29-48



U. S. DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION																		
PURCHASE CONTROL RECORD																		
161 PURCHASE NO. AND DATE SHIPPED	171 TYPE OF CONTAINER AND UNIT OF MEASURE- MENT	181 GRADES, NO. OF UNITS, AND UNIT PRICES						191 CAR INITIALS AND NO. OR TRUCK LICENSE NO.	201 ORIGIN INSERT "VENDOR" OR LOAN NO. LN OR "FARM STORAGE"	211 DISPOSITION INSERT APPLICABLE ITEM OR ITEMS: NAME OF CONSIGNEE CITY AND STATE OF DESTINATION DELIVERY ORDER NO. ID/O NO. NOTICE TO DELIVER NO. IN/D NO. SALES CONTRACT NO. IS/C NO. "C/C STORE" "LOCAL DELIVERY" "FARM STORAGE" "CONDEMNED" OTHER DISPOSITION	221 FOR LOCAL USE Date Arrived C/C Date Reported MA-248							
		GRADE U. S. No. 1		GRADE U. S. No. 1B and 2		GRADE Culls												
		(a) NO. OF UNITS	(b) UNIT PRICE	(c) NO. OF UNITS	(d) UNIT PRICE	(e) NO. OF UNITS	(f) UNIT PRICE											
9-3 1	Bulk CWT	250	\$1.65	125	.70	25	—	MOT 3000	Vendor	Schenley, Schenley, Pa. S/C No. AWS (F) 400	9/3	9/6	Caribou, Me. B-147680	John Jones OrFD #1 Caribou, Me.	D-171600	500.00	9/3	10/5
9-3 2	100# Sack	400	1.90					PFE 6000	LN 11-002-598	Belgium Economic Mission, Portland, Me. S/C No. AWS(F)2800 N/D No. CKDB-14763	"	"	Castle, Me. B-143432	John Jones Box 15 Castle, Me.	A-146782 D-171602	760.00	"	

9-3 3	100# Sack	400	2.40					MOT 7555	Vendor	Augusta Public Welfare Board Augusta, Me. D/O No. 11-14	9/3	9/6	Wolf Creek, Me. B-148111	Richard Roe To First Natl. Bank Portland, Me.	A-150011 D-172001	960.00	9/4	10/6
9-3 4	Bulk CWT			5,000	.51				Vendor	Farm Storage Richard Roe To First Natl. Bank, Portland, Me.	"	"	B-148200	"	D-172002	1,275.00	9/5	
9-9 5	100# Sack	50	1.90					Maine A-170-72	Vendor	Abe Martin, Super, Public Schools Portland, Me. Local Del. D/O No. 11-8	9/9	9/13	Wolf Creek, Me. B-14906	"	A-150017 D-172005			10/6
9-10 4	Bulk CWT			400				ART 7644	FS	Putzke Industries Philadelphia, Pa. S/C No. AWS (F) 4033	9/10	"	Little Rock, Me. B-149100		D-300008	1,581.00	9/25	10/6
9-11 4	"			4,600				FS	Condemned		9/11	"						

FORM NUMBER: PMA-248

TITLE: PURCHASE CONTROL RECORD

ACTUAL SIZE: 14" X 20"

PRINTED: 1 side

PREPARATION: By purchase representative. Separate sheet may be used for various transactions, if the purchase representative finds it advantageous to do so. The items on PMA-248 requiring explanation are explained below.

ITEM (2) Enter the street address, city or town, and State.

ITEM (4) This will be the complete Buying Direction number; for example, NC-3a-11-5.

ITEM (5) The sheets of the record maintained for the Buying Direction given in item 5 shall be numbered in numerical sequence. After "PAGE" on each of the sheets enter the page (sheet) number. At the conclusion of the program and after all purchases and dispositions under that Buying Direction, including all acquisitions placed in or taken from farm storage, have been entered, insert the total number of pages in the record in front of the word "PAGES" on each sheet of the record.

ITEM (6) The purchases made under the Buying Direction given in item 4 shall be numbered in numerical sequence, beginning with 1 for the first purchase listed on the first day of purchase and continuing in numerical sequence, and including the last purchase of the last day; for example, if twenty-five purchases are made on the first day they will be numbered 1 through 25 and 26 will be the number of the first purchase on the second day. Also indicate in this column the date on which shipment occurred.

(1) Each car or truck will be numbered as a separate purchase. If more than one car or truck is loaded in one day from the same vendor, each will be numbered as a separate purchase. If more than one vendor loads in the same car the purchase from each vendor will be numbered as a separate purchase.

(2) Commodities placed in farm storage will be assigned a purchase number when they are acquired and placed in farm storage. All or any part of the quantity so stored under that purchase number will retain that original purchase number when moved from farm storage or condemned, regardless of the number of days or loadings involved in the movement or condensation.

ITEM (7) Enter the type of container and the unit or measurement presented in the Buying Direction; for example, 100# sack; Bulk CWT.

ITEMS (8a, 8c, 8e) Enter the number of units given in item 7; for example, if "Bulk CWT" is given in item 7, enter the number of hundredweight in item B under the appropriate grade, and if "100# Sack" is given in item 7 enter the number of sacks in item B under the appropriate grade. The number of units of more than one grade may be entered on the same line provided all items as entered apply to the same purchase number.

ITEM (10) Indicate in this column the origin of the commodity. If the commodity was purchased direct from a vendor, enter the word "vendor", but not the vendor's name. If the commodity was under loan when acquired, enter the loan number, indicating that it is the loan number; for example, LN 65-1-59B. If the commodity was previously recorded as placed in farm storage, enter "Farm Storage" or "FS".

ITEM (11) Using the titles in the heading of item 11 as a guide, insert all the information descriptive of the disposition. More than one of these titles may apply to one purchase; for example, in the direct distribution of a commodity the name of the consignee, the city and State of designation, and the Delivery Order number would be entered.

(1) Insert the Delivery Order number if shipment is based on a Delivery Order prepared by a distributing agency.

(2) Insert the sales contract number if the commodity is shipped or delivered locally to a sales outlet.

(3) Insert the vendor or warehouse Notice to Deliver number if the movement is of a type requiring assignment of such a number by the shipping representative.

(4) Insert "Local Delivery" or "Lo-Del" if the commodity is delivered locally without transportation cost to the Government. This includes a commodity taken out of farm storage for local delivery and includes also a commodity to which title passes from the Government at origin.

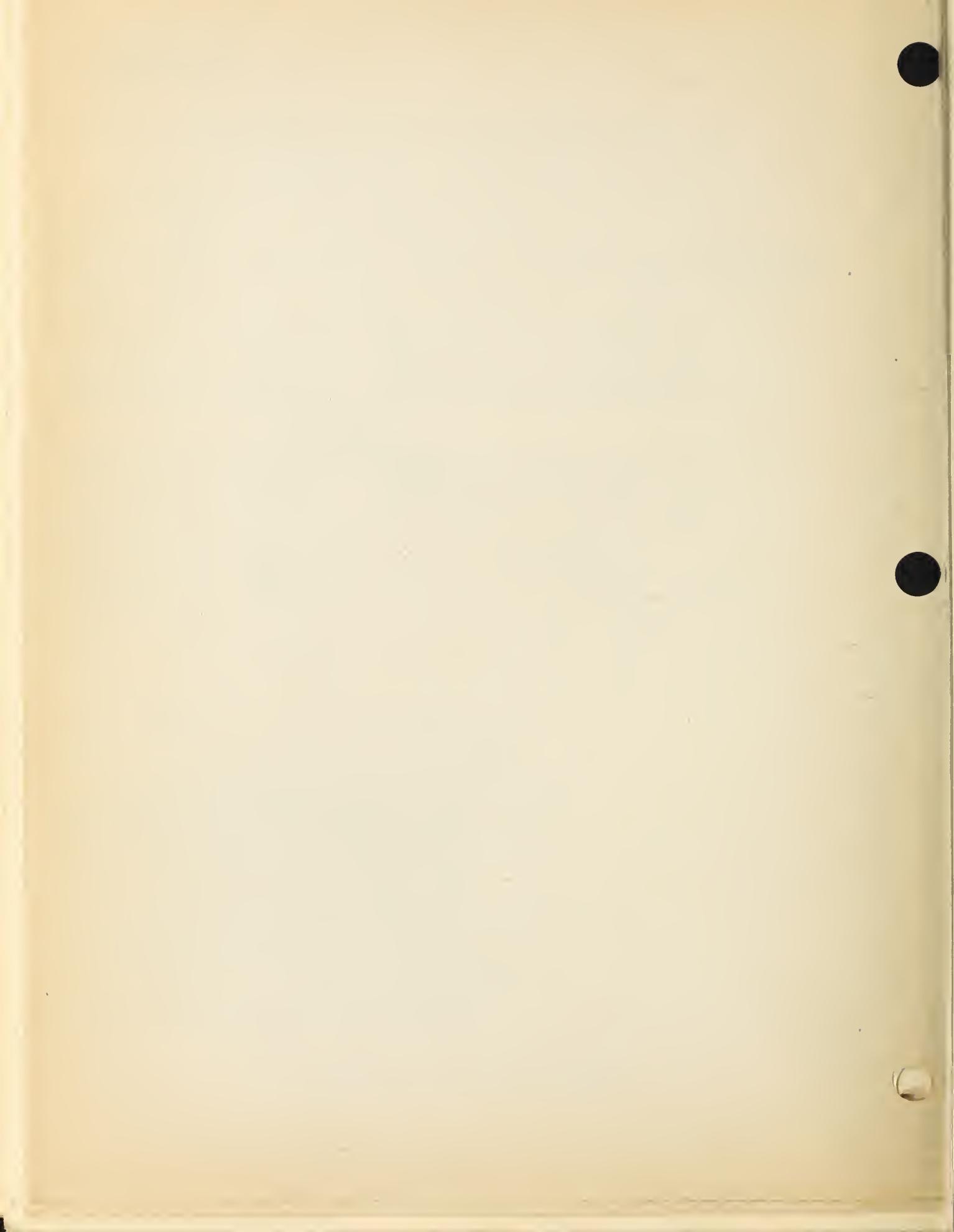
(5) Insert "Farm Storage" or "FS" if the commodity is being placed or left in farm storage and in this case enter also the name and address of the person doing the storing.

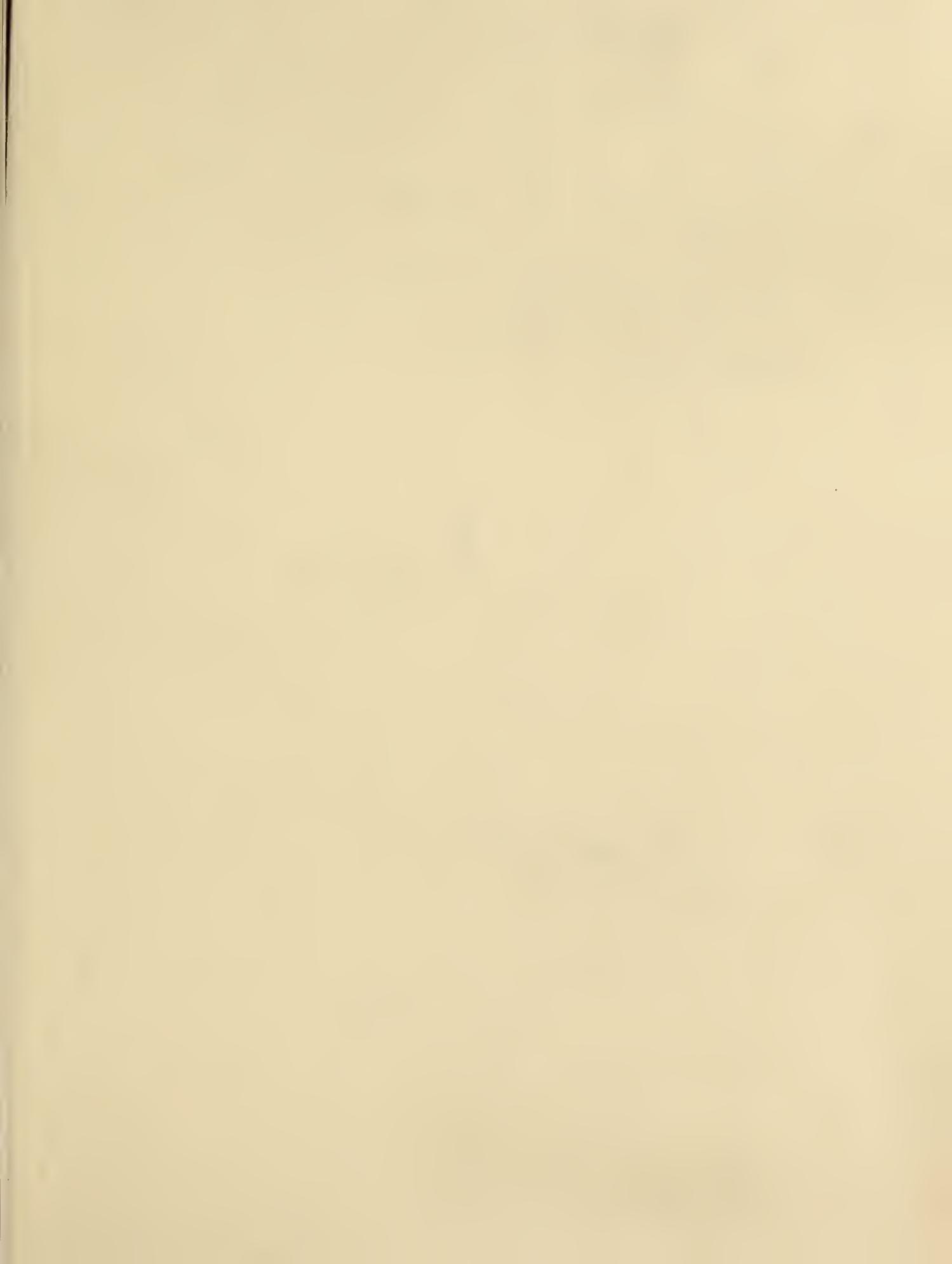
(6) Insert "Condemned" if the commodity is being condemned at time of purchase or in farm storage.

ITEM (12) These three columns may be used as desired by the purchase representative.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A: 01, 05, 15, 16, 18, 25, 28, 30, 31,
3-29-48





FORM NUMBER: PMA-249
TITLE: REPORT OF FIELD PURCHASES

ACTUAL SIZE: 10¹/₂" x 16"
PRINTED: 1 side

PREPARATION:

1. General - The report shall be prepared in an original and five copies on a typewriter. Items 1, 4, and 6 through 11 may be copied from PMA-248. Item 13 on PMA-249 may be copied from item 2 on PMA-248. Each of the following types of transactions shall be included on separate sheet: (a) acquisitions placed or left in farm storage, (b) commodities being moved from farm storage, (c) commodities in farm storage being condemned, (d) commodities purchased and immediately shipped, and (e) commodities purchased and immediately condemned. These separate sheets may be forwarded together as a single report bearing the same report number in item 3 but different page numbers in item 5.

2. Item (3) - Number each report submitted whether weekly, daily, or for correction of previous reports, beginning with 1 for the first report and continuing with 2 for the second, and so forth. If a report is submitted consisting of more than one sheet, each sheet will bear the same report number. On the final report for the program insert "FINAL" immediately under the report number in item 3, as an indication to recipients of the report that the program is completed, that all purchases and dispositions have been reported, that there is no commodity remaining in farm storage, and that no further reports (original or correction) are contemplated.

3. Item (5) - The pages of each report shall be numbered in numerical sequence and the appropriate page number shall be entered in item 5 on each sheet after "PAGE". The number of pages or sheets in a report shall be shown on each sheet of the report in front of "PAGES" in item (5). For example, if a report is submitted consisting of 15 sheets, the pages will be numbered from 1 to 15 and the figure "15" will be shown on each page in front of the word "PAGES" in item 5. The fifth sheet would be page 5 of 15 pages; the tenth sheet, page 10 of 15 pages, and so forth.

4. Item (6) - Note that this item now includes date of shipment.

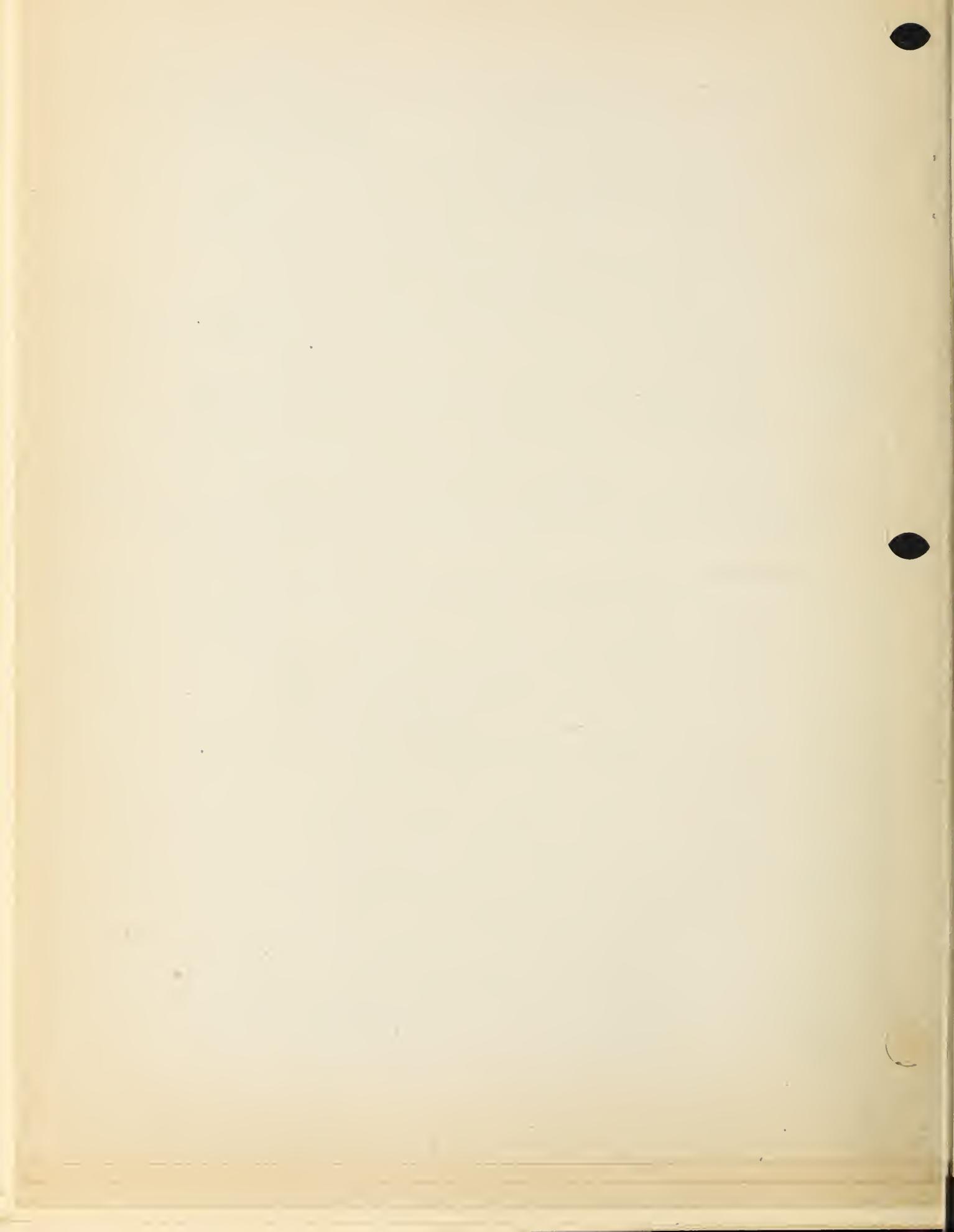
5. Item (14) - The purchase representative shall sign the original and all copies of the last sheet of each report. The copies may be signed in carbon.

DISTRIBUTION: PMA-249 in an original and five copies shall be distributed by fastest mail in envelopes marked "RUSH-FIELD PURCHASE" as follows:

1. Original to FV Branch, Washington.
2. Two copies to CCC Field office.
3. One copy to FDP Branch, Washington
4. One copy to State office
5. One copy retained by purchase representative.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A: 01, 05, 15, 16, 18, 25, 28, 30, 31.
3-29-48



Form PMA-375
(3-27-47)
Formerly CCC-108

U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
SHIPPING AND STORAGE BRANCH

CONSIGNEE'S RECEIPT

BUDGET BUREAU NO. 40-R1353.1
APPROVAL EXPIRES DECEMBER 31, 1948

DATE SALES CONTRACT NO. OR REQUISITION NO.

CONSIGNEE AND ADDRESS

PLACE OF ACCEPTANCE (Consignor & Address)

ITEM NO.	COMMODITY & CODE ^{1/}	NO. AND KIND OF PACKAGES	NET WEIGHT	GROSS WEIGHT	EX-CAR NO.	EX-ORDER NO.	OUTBOUND ORDER NO.	LOT NO.
1								
2								
3								
4								
5								
6								
12								
13								
14								
15								
16								
17								
18								

^{1/} Where commodity code changes, list each change.

This is to certify that the property herein described has been received as shown above. It was received in good condition except as noted on the reverse side, identified by item(s) above.

(Signature of Consignee)

(Date of Acceptance)

(Official Title)

FORM NUMBER: PMA-375
TITLE: CONSIGNEE'S RECEIPT

ACTUAL SIZE: 8" x 10^{1/2}"
PRINTED: 2 sides

PREPARATION: By purchase representative, original and four copies, when commodity is delivered in area or purchase except when shipment is made on commercial bill of lading and consignee or his agent is not present to sign receipt. Locally assigned purchase number should be entered in column headed "Lot No.". Signed, and exceptions, if any, noted on reverse side, by consignee or his agent. Signature on original and copies carbon signed.

DISTRIBUTION: 1. Original and one carbon signed copy to the CCC Field Office by fastest mail.
2. One carbon signed copy to consignee.
3. One carbon signed copy to the paying office with the vendor's claim for payment.
4. One carbon signed copy in Field Record Envelope.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A: 01, 05, 15, 16, 18, 25, 28, 30, 31,
3-29-48

OVER, SHORT AND/OR DAMAGE

COMMODITY

C. LOSS DUE TO DAMAGE

NOTE: In case of shortage of units, attach copy of car's out-turn tally. On cases of goods in uniform pack, show number of cans and size; on other commodities such as cured meats, cheese, beans, flour, etc., shortage in units and pounds must be established.

VERIFIED BY:

SIGNED _____
(CONSIGNEE)

(DELIVERING CARRIER)

BY _____
(AGENT)

(BY AGENT)

(DATE)

Form PMA-388
(10-3-47)UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

CHECKLOADING AND SERVICES AGREEMENT

PROGRAM _____ CONTRACT NO. _____ (NEGOTIATED CONTRACT)

THIS AGREEMENT, made and entered into this _____ day of _____ 19____, by and between the United States Department of Agriculture or Commodity Credit Corporation, (hereinafter referred to as "USDA") and the _____ (HEREAFTER REFERRED TO AS "DEPARTMENT")

WITNESSETH:

WHEREAS, USDA desire to obtain the services of competent and responsible persons to perform certain services in connection with the proposed purchase of _____ by USDA, in the State of _____; and

WHEREAS, Department has in its employ persons qualified to perform such services.

NOW, THEREFORE, in consideration of the premises, the parties hereto agree as follows:

(1) Department shall perform checkloading services, assist in the billing of cars, the reporting of shipments to local purchasing agent of USDA, as may be requested by USDA, and other similar services in connection with checkloading and shipments.

(2) Department shall perform inspection services as may be requested by USDA. Unless otherwise specified, inspector employed for such services shall be Federal or Federal-State licensed inspector.

(3) Upon receipt of proper notification from USDA, Department shall select competent and responsible persons as needed at the place and time requested by USDA to perform the services mentioned under (1) and (2).

(4) The services shall be performed in a workman-like manner in accordance with customary practice and shall conform to any special instructions issued by USDA.

(5) USDA shall pay Department for services performed at the following rates:

For checkloading:

For inspection:

_____ per car

_____ per car

_____ per truckload

_____ per truckload

(NOTE: If rates cannot be quoted on carload or truckload basis, insert applicable basis and rates.)

(6) Payment will be made as soon as practicable, after submission by the Department of a correct claim therefor, and will be contingent upon the Department's compliance with all the provisions of this agreement.

(7) DISCRIMINATION: (a) The Department is performing the work required by this contract shall not discriminate against any person or employee because of race, creed, color, or national origin; (b) the Department agrees that the provisions of paragraph (a) above will also be inserted in all of its subcontracts.

(8) OFFICIALS NOT TO BENEFIT: No member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of the contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to the contract if made with a corporation for its general benefit.

(40 U.S.C. § 22; 16 U.S.C. § 204-6 (1940 ed.))

(9) THIS AGREEMENT shall be effective from the date stated above until _____.

Date _____ State of _____

Department of _____

Date _____

By: _____

(TITLE OF OFFICER)

UNITED STATES DEPARTMENT OF AGRICULTURE

Date _____

By: _____

(REPRESENTATIVE OF THE SECRETARY)

COMMODITY CREDIT CORPORATION

Date _____

By: _____

(CONTRACTING OFFICER)

FORM NUMBER: PMA-388
TITLE: CHECKLOADING AND SERVICES AGREEMENT

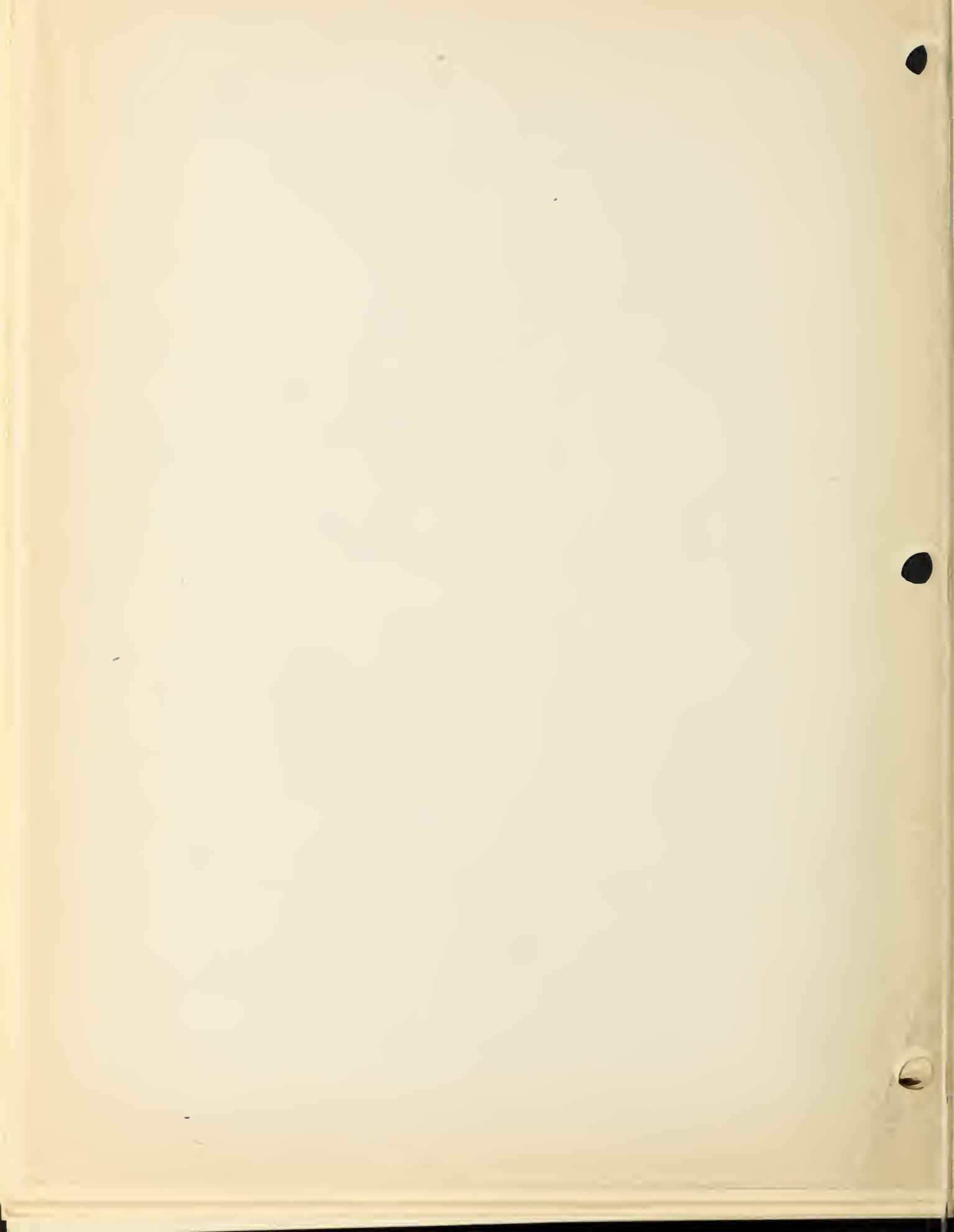
ACTUAL SIZE: 8" X 12 $\frac{1}{2}$ "
PRINTED: 1 side.

EXECUTION: The original and five copies shall be mailed by the State office to the inspection agency with the request that the agency execute and return all copies to the State Chairman. When the copies are returned, the State office shall insert the contract number (see PMA Instruction 455.1, "Contract Symbols and Numbers") and the contracting officer shall execute the original and five copies. Contracts under CCC programs are to be executed over the title of "Contracting Officer" and contracts under Section 32 or other appropriated funds programs are to be executed over the title "Representative* of the Secretary".

DISTRIBUTION: a. Original and two copies to CCC Field Office.
b. One copy to the inspection agency.
c. One copy to the county committee concerned.
d. One copy retained by the State office.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: 4: 01, 05, 15, 16, 18, 25, 28, 30, 31.
3-29-48



Form SS-75
(7-22-47)U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

CONSIGNEES CERTIFICATE OF PARTIAL DELIVERY

STOP OVER POINT OR POINTS

FIRST CONSIGNEE will execute the attached certificate for the amount unloaded by him, showing name of transportation company, point of delivery, gross weight, consignee's signature and date. Leave certificate attached to Bill of Lading and forward to consignee at next stopover point (if any) who will forward to final destination.

FINAL DESTINATION

CONSIGNEE will execute certificate on bottom of Bill of Lading for amount of shipment unloaded. Leave certificate executed by first consignee (and other consignee, if any) attached, and deliver the completed Bill of Lading to the railroad agent in lieu of freight charges.

FIRST CONSIGNEE'S CERTIFICATE OF PARTIAL DELIVERY

I TO BE FILLED IN BY SHIPPING REPRESENTATIVE

NAME AND ADDRESS OF CONSIGNEE	BILL OF LADING NO.	DATE B/L ISSUED
	COMMODITY	UNITS
	CAR INITIALS & NO.	GRASS WEIGHT (lbs.)

II RECEIPT TO BE EXECUTED BY CONSIGNEE

COMMODITY	GRASS WEIGHT (use words and figures)	
NO. OF UNITS	NAME OF DELIVERING CARRIER	PLACE OF DELIVERY

I hereby acknowledge receipt of the above Public Property, which was received in apparent good order and condition except as noted on the reverse side.

DATE	SIGNATURE OF CONSIGNEE	
------	------------------------	--

SECOND CONSIGNEE'S CERTIFICATE OF PARTIAL DELIVERY

I TO BE FILLED IN BY SHIPPING REPRESENTATIVE

NAME AND ADDRESS OF CONSIGNEE	BILL OF LADING NO.	DATE B/L ISSUED
	COMMODITY	UNITS
	CAR INITIALS & NO.	GRASS WEIGHT (lbs.)

II RECEIPT TO BE EXECUTED BY CONSIGNEE

COMMODITY	GRASS WEIGHT (use words and figures)	
NO. OF UNITS	NAME OF DELIVERING CARRIER	PLACE OF DELIVERY

I hereby acknowledge receipt of the above Public Property, which was received in apparent good order and condition except as noted on the reverse side.

DATE	SIGNATURE OF CONSIGNEE	
------	------------------------	--

FORM NUMBER: SS-75

TITLE: Consignees Certificate of Partial Delivery

ACTUAL SIZE: 8" x 10 $\frac{1}{2}$ "

PRINTED: 2 sides

PREPARATION: In an original only. Shipping representative will complete section I for each stop-over for partial unloading of a carload shipment in line of transit except the final destination and attach to the original bill of lading. For action of consignee see FDP Branch Instruction 847.6.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A: 01, 05, 15, 16, 18, 25, 28, 30, 31,
3-29-48

FIRST CONSIGNEE (STOP-OVER)

REPORT OF LOSS, DAMAGE OR SHRINKAGE

Notice is hereby given the carrier to whom this Bill of Lading is surrendered that the shipment was received in condition shown below and that claim is made for the value of such loss, damage, or shrinkage as indicated.

Explanation regarding loss, damage or shrinkage to be made by consignee, who will state all the facts available concerning the nature or extent of the loss, damage, or shrinkage, and how it occurred.

The within shipment was received with the following loss, damage or shrinkage:

Description _____

Weight of such articles, _____ pounds.

Invoice value or cost of repair \$ _____.

I certify that the facts noted above are correct.

Consignee _____

By _____

Title _____

SECOND CONSIGNEE (STOP-OVER)

REPORT OF LOSS, DAMAGE OR SHRINKAGE

Notice is hereby given the carrier to whom this Bill of Lading is surrendered that the shipment was received in condition shown below and that claim is made for the value of such loss, damage, or shrinkage as indicated.

Explanation regarding loss, damage or shrinkage to be made by consignee, who will state all the facts available concerning the nature or extent of the loss, damage, or shrinkage, and how it occurred.

The within shipment was received with the following loss, damage or shrinkage:

Description _____

Weight of such articles, _____ pounds.

Invoice value or cost of repair \$ _____.

I certify that the facts noted above are correct.

Consignee _____

By _____

Title _____